

Role Title	Administration – Level 2
Grade	3
Job Reference	
Job Variation Reference	
School	
Main purpose of the role	
To provide general and less routine clerical, administrative or financial support to the school under the direction or instruction of senior staff.	
Core responsibilities tasks	
<ol style="list-style-type: none"> 1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. 2. Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc. and use specialist skills to undertake the administration of medical procedures. 3. Assist with more complex arrangements for school trips and events etc. 4. Provide general clerical support including routine clerical processes, IT based tasks requiring knowledge of various ICT packages and operation of office equipment. 5. Maintain manual and computerised records and management information systems. 6. Maintain stocks and supplies, cataloguing and distributing as required. 7. Undertake general financial administration such as processing orders. 8. Produce lists, information and data as required. 9. Take notes at meetings. 10. Maintain and collate pupil reports. 11. Undertake routine administration of school lettings and other uses of school premises. 12. Operate uniform, snack or other 'shops' within the school. 	

13. Provide general advice and guidance to staff, pupils and others.

Knowledge, skills and experience

- General clerical, administrative and financial work as appropriate.

Additional Information