

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title: ADMINISTRATION & ORGANISATION

Grade: Scale 3

School: FOREST HILL SCHOOL

Reports to: THE OFFICE MANAGER

MAIN PURPOSE OF THE JOB

Under the instruction/guidance of senior staff: provide general clerical/administrative/financial support to the school.

TASK

ORGANISATION

- Deal with complex reception/visitor matters
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Contribute to the planning development and organization of administration systems

ADMINISTRATION

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, ordering as required (within an agreed budget) then cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake financial administration for e.g. setting up accounts for Breakfast Club, After School Clubs, Music, dinners etc. And ensuring accounts are in credit, also chasing any overdue payments
- Undertake financial administration e.g. processing orders, collecting and recording money relating to dinners, trips, school journey, after school clubs, sponsorship, music and uniform etc.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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PERSON SPECIFICATION

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EXPERIENCE (Essential Requirements)

General clerical/administrative/financial work

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 2 or equivalent qualification or experience in relevant discipline
Good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT packages
Use of relevant equipment/resources
Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation
Ability to relate well to children and adults
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Ability to identify own training and development needs and co-operate with means to address these