



Administration Officer Level 1

Responsible to: Business Manager

All post holders at Trinity St Stephen Church of England First School are required to support the Christian values and ethos of the school. Our values are: friendship, trust, wisdom, compassion, peace and fellowship

Our School Vision is: To be a Christian learning community where all are supported and challenged to achieve and thrive.

Job Purpose:

To provide administrative support and to undertake secretarial duties for the Head Teacher /Senior Management Team.

Responsibilities:

Provide secretarial support to the Head Teacher and SLT managing appointments, typing documents, including highly confidential material.

Type a variety of correspondence ensuring that documents are produced to the required standard and time scales. This will involve using standard templates and creating templates or layouts to suit individual documents.

Prioritise work load in line with school priorities.

Using various databases, produce a range of management information for the SMT, to assist in their decision making and to meet deadlines.

Process the school incoming and outgoing post ensuring that it is dealt with in good time.

Maintain the office filing system, ensuring that filing is done regularly and accurately and that records are kept up to date.

Undertake all photocopying for the school office/SLT.

Provide a telephonist/ receptionist service taking messages or referring callers/visitors to the correct person, ensuring communication is always professional.

Receive and receipt monies from pupils and parents ensuring that all monies received are accounted for and kept secure.

Monitor stationery/office supplies, placing orders when required.

Perform duties in line with Health and Safety rules and to take remedial action where hazards are identified. Report hazards immediately to line manager.

Support for the School

- Be aware of and comply with all school policies and procedures
- Understand that this role will involve access to confidential material, which must be dealt with appropriately and discreetly.
- Contribute to the overall ethos of the school
- Undertake First Aid duties in line with qualification/training received
- Perform duties in line with Health and Safety rules and inform senior staff where hazards are identified
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings
- Participate in training and other learning activities and performance development as required
- Take on any other activity that may be reasonably asked of you by your line manager or the Head teacher

Signed:

Date: