



JOB DESCRIPTION

Support Staff
General Assistant – Administration & Organisation
Level 1 – SCP point 4 - 11

JOB PURPOSE

Under the guidance of the Office Manager provide routine general clerical and administrative support to the school.

ORGANISATION

Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.

Making contact with parents via telephone.

Carry out reprographic/binding/laminating duties and maintain a clean and orderly working environment.

ADMINISTRATION

Sort and distribute mail.

Provide routine clerical support eg photocopying, filing, faxing, e-mailing and completing routine forms.

Act as receptionist.

RESOURCES/BUDGETS

Operate office equipment in line with job purpose.

Operate computer as an administrative tool, to seek / retrieve information.

RESPONSIBILITIES

Participate in training and other learning activities and performance development to support and aid the functioning of the school.

Attend and participate in relevant meetings as required, including staff meetings.

Appreciate and support the role of other professionals.

Share expertise and skills with others.

Contribute to the overall ethos/work/aims of the school.

Be aware of and support differences and ensure equal opportunities for all.

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Support the running of the school by undertaking non-specified roles and duties as directed by the Headteacher.

SUPERVISORY RESPONSIBILITIES

None

SUPERVISION RECEIVED

Headteacher/Deputy Headteacher/Office Manager

SPECIAL CONDITIONS

Criminal Records Bureau Disclosures

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:

Date: