



Brierley Hill Primary School

Administration Assistant and Receptionist Level 1

Key Responsibilities and Job Description

Payscale : **Grade 2**
Conditions of Service: **Part-Time 32.5 hours per week/part-year over 39 weeks term time only**
Reporting to: **Officer Manager/School Business Leader**

Specific Accountabilities

Main Activities

Administrative Duties e.g.

- Cover for telephone/reception acting as first point of contact for school visitors and parents
- Ensure all visitors and contractors use the secure entry, monitor and control systems
- Obtain and input records, chasing missing information and coding
- Data entry
- Check Delivery notes and distribute stock
- Report IT Faults
- Making tea/coffee for staff / visitors
- Booking transport for trips
- Booking meetings
- Checking availability of rooms for internal / external use as and when required
- Record and keep safe lost property
- Undertake reprographics, laminating, scanning etc
- Booking catering
- Copy typing or data entry
- Collate and report returns
- Filing and dealing with incoming and outgoing mail
- Deliveries, collections and errands as required
- To operate processes which ensure effective liaison with external contractors/providers

Financial Duties e.g.

- Collect monies, petty cash claims
- Stock checking and preparing orders for authorisation

Employee Support Duties e.g.

- Obtain cover following instruction as to what cover is needed
- Recording of absence data and other records
- Book staff training courses, seminars
- Be aware of and comply with school policies and procedures relating to eg. Health and safety, security, confidentiality, child protection, data protection. Report all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required

- Undertake any other duties commensurate with the duties/responsibilities/grade of the post

Flexibility
All staff are expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of school aims, and effective team working.

Special Conditions

accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

This post is subject to the DBS checking process.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work term-time only (39 weeks).

Signed **Date**.....

Signed **Date**

Person Specification

Criteria (Essential)

Assessment By

Experience

- Demonstrable experience of general clerical /administrative duties

Application Interview Test

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Qualifications / Training

- Very good numeracy and literacy skills.

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Practical Skills

- Practical Skills Ability to use relevant technology e.g. computer/ keyboard/photocopier Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing

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Personal Qualities and Attributes

- A Knowledge of Equality & Diversity issues.
- Able to work constructively as part of a team.
- Ability to relate well to children and adults.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

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