



## **JOB DESCRIPTION**

**Job Title: Administrator – Level 1**

**Department: CYPS**

**Division: Schools**

**Grade: Scale 3**

**Range: 14 - 17**

**Responsible to: School Business Manager/Head Teacher**

**Responsible for: None**

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### **Job Purpose**

- Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

### **Key External Contacts**

- Parents/Carers

### **Key Internal Contacts**

- Pupils
- Staff

### **Major Tasks, Duties and Responsibilities**

#### **1     *Organisation***

- 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.
- Assisting with arrangements for visits by school nurse, photographer etc.

## **2 Administration**

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail.
- Undertake routine administration e.g. registers/school meals.

## **3 Resources**

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money.
- Input orders on financial management system following financial regulations

## **4 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 difference 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.

### **Other requirements:**

- To have an up-to-date Enhanced DBS Disclosure.