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|  | **Role:** | General Administrator |
| **Salary Scale:** | Scale 4 (25,629-£26,913) |
| **Updated:** | 26th June 2023 |

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| **Line Manager:** | TBC |
| **Supervision:** | N/A |

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| **Specific Duties & Responsibilities** |
| This post is to assist with the smooth-running of the office while providing full administrative  support to the administration team and teaching staff as required  The post holder will be required to manage “front of house” area, greet visitors and make them  feel welcome, and cover the switchboard on occasions  They will need to be able demonstrate the ability to work under pressure whilst arranging  internal meetings, assisting with school performances and special events and to project a  professional image of the school at all times |

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| **Main Duties & Responsibilities:** |
| Duties and Responsibilities  1. To provide administrative support for the school in all aspects of the work.  2. To provide administrative support such as typing, filing and minute taking as required.  3. To deal with telephone enquiries and calls in person from parents and outside agencies,  giving general advice and guidance.  4. To cover the front reception desk during lunchtimes and after school.  5. 5To operate various computer systems such as MS Office, and Google Workspace.  6. To assist with the administration and duty of free school meals.  7. To deal with incoming and outgoing mail.  8. To work as part of the team of administrative assistants.  9. To deal with the ordering &amp; storing of office supplies, sale of uniform, and student  resources, ensuring adequate stocks at all times.  10. To use the SIMS system, for updating student data, producing reports, timetables etc.  11. To be one of the school’s first-aiders, training will be given.  Facilities &amp; Events  1. Assist with the Facilities and Events Administrator of guest lists for school performances  and special events, both at the school and at external venues  2. Assist with distribution of invites, via email, post or by hand to local neighbours  3. Process online ticket sales and assist with maintaining ticket sales lists  4. Organise refreshments and assist with any other preparations such as signage, furniture  etc.  5. Produce performance programmes  6. Assist with the coordination of internal photo-shoots  7. Assist with maintenance of image archive  8. Format and send termly newsletter  Additional duties  1. To work within the framework of the school ethos, adhering to expectations at all times.  2. To maintain high standards of professional behaviour and presentation.  3. To take responsibility for Health and Safety in the post holder’s area of work.  4. Any other duties commensurate with the grade which may be required from time to time.  5. All staff are expected to take part in necessary training and staff development. |

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| **Equality and Diversity** |
| We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work. |

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| **Safeguarding Children** |
| Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder’s responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times.  If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead. |