

# WREXHAM COUNTY BOROUGH COUNCIL

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| **JOB DESCRIPTION** |

##### POST: ADMINISTRATION AND ORGANISATION – LEVEL 2

 **PAY GRADE – G04 (Point range 4-5) Job I.D. 1133**

# PURPOSE:

##### Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

### DIMENSIONS

(as per school)

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##### MAIN DUTIES AND RESPONSIBILITIES

**ORGANISATION**

* Undertake reception duties, answering general 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.
* Assist in arrangements for schools trips, events etc.

### ADMINISTRATION

* Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
* Maintain manual and computerised records/management information systems
* Produce lists/information/data as required e.g. pupils data
* Undertake typing and word-processing and other IT based tasks
* Take notes at meetings
* Sort and distribute mail
* Undertake administrative procedures
* Maintain and collate pupil reports
* Undertake routine administration of school lettings and other uses of school premises

### RESOURCES

* Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Operate uniform/snack/other ‘shops’ within the school
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. processing orders

#### 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



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| PERSON SPECIFICATION |

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| **ITEM** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | NVQ 2 or equivalent qualification or experience in relevant disciplineGood numeracy/literacy skills |  |
| Experience | General clerical/administrative/financial work |  |
| Knowledge and Skills | Appropriate knowledge of first aidEffective use of ICT packagesUse of relevant equipment/resourcesGood keyboard skillsKnowledge of relevant polices/codes of practice & awareness of relevant legislationAbility to relate well to children and adultsWork constructively as part of a team, understanding school roles & responsibilities and your own position within theseAbility to identify own training & development needs & cooperate with means to address these |  |