

## Administration 1

Grade: H3

### Main purpose

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

### Key responsibilities

1. Provide administrative support e.g., photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Headteacher
2. Update manual and computerised records/management information systems

**Individuals in this role may also undertake some or all of the following:**

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
2. Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff.
3. First point of contact for sick pupils, liaise with parents/ carers/ staff.
4. Assist with arrangements for visits, for example by school nurse, photographer.
5. Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
6. To receive deliveries, check and arrange orderly and secure storage of supplies.
7. Occasionally handle cash e.g., for school visits, dinner money, school milk.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Follows instructions or set routines. Decisions relate to own daily workload.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.

Website: [alburyandpullerschools.co.uk](http://alburyandpullerschools.co.uk)

Email: [admin@albury.herts.sch.uk](mailto:admin@albury.herts.sch.uk) [admin@puller.herts.sch.uk](mailto:admin@puller.herts.sch.uk)

'Encourage one another and build each other up.' 1 Thessalonians, Chapter 5, Verse 11

## Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2.
- Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.
- Standard keyboard skills, use of office equipment.

## Supervision

- Follows instructions or set routines.
- Decisions relate to own daily workload.
- The post holder will have no supervision responsibilities of other staff.
- May demonstrate administrative duties to new or less experienced staff.

## Problems, Demands & Decisions

- First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Concentration for undertaking administrative tasks.
- Exposure to emotionally demanding situations is infrequent.
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

## Dimensions

- May handle small amounts of cash.
- Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.

## Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

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# ALBURY & PULLER SCHOOLS FEDERATION

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Albury Primary School, Church End, Albury, Herts, SG11 2JQ – 01279 771253 Puller  
Memorial Primary School, High Cross, Ware, SG11 1AZ – 01920 463178 Exectuvie  
Headteacher – Ms Amanda Hopwood

## Working Environment

- Work is normally carried out in an office environment.
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