

## CUMBRIA COUNTY COUNCIL

### JOB PROFILE

Post Title: Administration/Organisation Level 2 (or equivalent)

Responsible To:

Grade: BS4( £18,426 pro rata)

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

#### Principal Accountabilities

##### 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
- Provide general advice and guidance to staff, pupils and others

## General

- 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

This Job Profile forms part of the Collective Agreement signed between Cumbria County Council, UNISON, GMB and T&GWU on the 30<sup>th</sup> March 2005

## Person Specification

### *POST TITLE: Administration/Organisation Level*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification/Training/ Competences	NVQ 2 or equivalent qualification or experience in relevant discipline  Good numeracy/literacy skills	Evidence of further training in school-based support
Relevant Experience	General clerical/administrative/ financial work	Previous experience in a school environment
Knowledge	Effective use of ICT packages  Use of relevant equipment/ resources  Good keyboard skills	Knowledge of relevant policies/codes of practice & awareness of relevant legislation
Skills	Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles & responsibilities and your own position within these  Ability to identify own training & development needs & cooperate with means to address these	
Special Circumstances	Occasional attendance at meetings outside normal hours	