

**MARDEN HIGH SCHOOL
Clerk/Administrator
(Grade 4 46/52)**

Job Specification

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Help fulfil the Every Child Matters outcomes
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and co-operative, especially in times of change
- Review what they do regularly
- Be punctual

We will never lose sight of the over riding priority of putting the teaching and learning of students first.

Job Description

JOB PURPOSE: To provide clerical and administrative support, including, answering telephones, taking messages and responding to enquiries, data input, filing, photocopying, receiving and dispatching post, taking orders and cash for items of school uniform, and reception duties.

MAIN DUTIES: The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To provide general clerical and administrative support, including maintaining records, organising meetings and refreshments, making room and travel bookings, responding to and answering enquiries (including letters), maintaining office systems, maintaining diaries.
- To ensure that office equipment, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- Collecting, recording, compiling, manipulating and presenting manual and computerised data.
- Taking messages, answering enquiries and providing information (including from/to members of the public, staff and students) and reception duties in the absence of the receptionist.
- Undertake typing, word processing and other IT based tasks
- Undertaking financial processing activities such as handling & reconciliation of petty cash and other amounts of cash/expenditure as/when required.

- Operate and demonstrate relevant ICT software packages e.g. word processing packages, databases, spreadsheets SIMS
- Administratively assist with the organisation and coordination of school events and trips
- Assist with the writing and compilation of the school newsletter and other school documents and publications
- Undertake administration tasks for teaching staff as directed

Responsibilities

- Comply with and assist with the development of 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
- Establish constructive relationships and communicate with other agencies/ professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be prepared to undertake the duties of a First Aider

This is an illustrative list of main tasks and is not intended to be exhaustive or exclusive. Duties may be added or removed as part of the regular staffing review process.