

Job Purpose

To provide routine general clerical, administrative and financial support to an allocated site of the New Bridge Group.

Duties include:

- to provide high quality customer service through undertaking reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
- to welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passess or escorting visitors as required
- to respond to routine enquires from staff, pupils and parents/carers.
- to provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and other general administration.
- to sort and distribute internal and external mail.
- to receive and check off general deliveries to school; reconcile against delivery notes; follow up any queries and distribute in school.
- to assist with the maintenance of office supplies and equipment
- to undertake word processing and other ICT related tasks including letters, reports, and data entry.
- to assist with the input and maintenance of pupil personal/attendance data onto the schools MIS system.
- to assist with the organisation of meetings including the provision of refreshments and associated housekeeping tasks.
- to undertake basic bookkeeping. Examples of tasks are: petty cash, school trips, photographs, postage, uniform and school meals, and the accurate recording and balancing of such funds.
- to undertake pupil welfare duties, looking after sick pupils, liaising with parents/staff in accordance with school procedures.
- to participate in the organisation of school events such as family nights and presentation evenings as part of a wider team.

Key skills and abilities

- Good literacy and numeracy skills
- ICT literate, with the ability to using computer packages for word processing, spreadsheets, databases and emails
- Ability to undertake administration/clerical tasks, including basic financial tasks and handling cash
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Written communication skills to word process documents and take accurate messages and pass them on to others.

- Organisational skills to prioritise work and complete tasks to deadlines
- Ability to follow instructions, procedures and policies
- Ability to work effectively with others and to meet deadlines
- To be willing and able to work flexibly including moving between sites

New Bridge Multi Academy Trust operates on a split site basis. From time to time, in the event of staff absence or in response to changes to school need, the post holder may be required to work at an alternative site other than their initially designated base. Due to split site arrangements, staff employed by the Trust must be willing and able to travel between sites as required.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.