



# BEACONSFIELD PRIMARY SCHOOL

Beaconsfield Road, Southall UB1 1DR

Email: [admin@beaconsfield.ealing.sch.uk](mailto:admin@beaconsfield.ealing.sch.uk)

Website: [www.beaconsfieldprimary.org.uk](http://www.beaconsfieldprimary.org.uk)

Tel: 020 8574 3506 Head Teacher: Mr D. Woods



## Generic Job Description School Administrator (Level 1) (JE No: 2209)

<b>Job title:</b>	School Administrative Assistant (Level 1)	<b>Ealing GLPC Grade:</b>	Scale 4
<b>School:</b>	Beaconsfield Primary School	<b>Post No:</b>	EDP1204
<b>Line manager:</b>	School Business Manager & Head Teacher		
<b>Supervisory responsibility:</b>	None, apart from assisting in work familiarisation of new members of staff.		
<b>Hours:</b>	15 hours weekly over 5 days (39 Weeks Term Time only including Inset Days)		

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### Main purposes of the job

- Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

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### Main responsibilities and tasks

#### Organisation

1. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
2. To manage general office filing systems for documentation, policies etc.
3. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
4. Assist with arrangement for school trips, events and visitors e.g., school nurse, photographer etc.

#### Administration

5. Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, complete routine forms, respond to enquiries at the office window.
6. Maintain manual and computerised records/ management information systems (SIMS).
7. Undertake typing, word processing and other ICT based tasks.
8. Sort and distribute mail (daily).
9. Undertake routine administration e.g. registers/school meals register/ assessment databases.

#### Resources

10. Operate office equipment/ ICT (Microsoft) software packages e.g., photocopier, computer etc.
11. Arrange orderly and secure storage of supplies.
12. Undertake general financial administration.



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### Responsibilities

13. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. To adhere to school health and safety policy including risk assessment and safety systems.
15. To adhere to school policy on equality and diversity.
16. To contribute to the overall ethos and aims of the school.
17. To appreciate and support the roles of other professionals.
18. Attend and participate in relevant meetings (as required).
19. Participate in training opportunities and professional development as required.
20. Undertake similar clerical duties commensurate with the level of the post as required by the Head Teacher.

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### Signatures – line manager and job holder

Signature of Manager: \_\_\_\_\_ Date:        /        /  
Signature of post holder: \_\_\_\_\_ Date:        /        /