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**UNITY COLLEGE**

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| **JOB DESCRIPTION** | | | |
| **job title:** | | | **Faculty Clerk / Admin Support** |
| **responsible to:** | | | **Team Leader** |
| **job purpose:** | | **The main objectives to be achieved by the Postholder** | |
| Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school. | | | |
| main activities | What the Post holder will actually do  **What prescribed duties the post holder will have** | | |
| **Clerical/Administrative/Teacher/Student Support** | | | |
| (a) Routine Clerical/Administrative/Teacher/Student Support | | | |
| * Provide routine clerical/administrative support including: | | | |
| * filing correspondence; | | | |
| * photocopying and routine reprographics and associated administration; | | | |
| * accessing email, college intranet, school portal as required | | | |
| * assist in the clerical arrangements for trips/school events etc; | | | |
| * collating pupil reports. | | | |
| * General welfare support where required including liaison with staff and/or parents | | | |
| * Organise storage and supplies of office/classroom resources | | | |
| * Undertake reception duties including answering telephone and responding to routine queries and enquiries: greeting visitors/ ensuring signing in/out arrangements complied with * Take notes at meetings as required | | | |
| b) General Clerical/Administrative/Teacher/Student Support | | | |
| * Undertake standard word processing and operation of IT software as required including advances applications (mail merge/tables/spreadsheets/databases) | | | |
| * Maintain/update manual/computerised record/management information systems and completion of routine returns/production of basic statistical data | | | |
| * Providing administrative support for examinations including data inputting * Pursuing students’ absence with parents including recording absence, as required | | | |
| * Ordering supplies and equipment/maintain stock | | | |
| * Undertaking routine correspondence * Dealing with incoming/outgoing mail | | | |
| **Agreed by:** | | | |

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| **School** |
| * To work within school policies and procedures |
| * To contribute to the provision of an effective environment for learning |
| * To support the promotion of positive relationships with parents and outside agencies |
| * To attend skill training and participate in personal/performance development as required |
| * To take care for their own and other people's health and safety * To attend First Aid training as a designated First Aider |
| * To be aware of the confidential nature of issues |
| **Note:** In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required. |