

THE ROYAL SCHOOL DUNGANNON

JOB DESCRIPTION

POST TITLE **Front Office Clerical Officer (Full Time)**

RESPONSIBLE TO Headmaster, Deputy Head and Bursar

JOB PURPOSE

To provide administrative, clerical and secretarial support to the Headmaster, Senior Leadership Team and school staff and assist with the organisation and management of the school office.

**MAIN DUTIES AND RESPONSIBILITIES**

**1. Teamworking**

- 1.1 Working alongside other administrative and support staff colleagues to provide a continuous, flexible, efficient and effective service in the Front Office to pupils, staff, parents and visitors.
- 1.2 Prioritising key tasks and where necessary sharing the workload with colleagues to ensure that key tasks are completed accurately, efficiently and to deadlines as required.
- 1.3 Liaise with the Headmaster, Deputy Head, designated teaching staff, Bursar and Data Secretary to ensure all school documentation for public distribution is prepared to set deadlines.

**2. General Administrative Processes and Records**

- 2.1 Provide administrative, clerical and secretarial support for Headmaster, school staff and Board of Governors.
- 2.2 Develop, maintain and operate manual and/or computerised information systems in connection with pupils, staff, budgets, meals, maintenance, examinations, care, attendance, medical services, recruitment, transport etc.
- 2.3 Complete and submit all statistical data or returns as required by the Department of Education, Headmaster, Bursar and Senior Leadership Team.
- 2.4 Communication with relevant personnel to receive and provide appropriate messages or information to staff and pupils.

**3 Supplies Administration**

- 3.1 Operate/oversee requisition procedures, including receiving, checking, storage and distribution of resources.
- 3.2 Stock control of resources.
- 3.3 Arrange for the maintenance of office equipment in association with other school staff.

#### **4. Finance**

- 4.1 Receive, receipt and account for any cash received at the Front Office.
- 4.2 Communicate with Bursar and other relevant staff and provide assistance in relation to financial procedures.

#### **5. Reception and Secretarial**

- 5.1 Acting as a first point of contact in a friendly and timely manner at the Reception Desk or on the telephone for parents and others.
- 5.2 Operate the telephone/switchboard in conjunction with other Front Office staff, receive visitors and provide hospitality as required.
- 5.3 Receive all visitors, inform relevant staff and ensure visitors sign into the Visitors Register and are given Visitor badges.
- 5.4 Provide word processing, filing and photocopying in support of administrative processes, including the use of e-mail, internet and intranet as appropriate.
- 5.5 Sort, screen and arrange for distribution of internal and external mail.
- 5.6 Ensure the secure storage of valuable items and confidential documentation.
- 5.7 Draft correspondence, obtain and update lists of guests, issue invitations, prepare tickets and programmes as required for school functions.
- 5.8 Maintain diaries and provide a secretarial service for Senior Staff within the school.
- 5.9 Communicate with professional staff from outside agencies in order to receive/provide information e.g. medical personnel, EMA's etc.
- 5.10 Communicate with staff, pupils and parents on school related matters in a confidential manner.
- 5.11 Maintain attendance records, absence records, roll call registers and any other associated paperwork/computer records on behalf of the school.
- 5.12 Operate and control authorised use of franking machine.
- 5.13 Manage pupil sickness and welfare procedures including contact with School Matron and/or First Aiders.

#### **6. Other Duties**

- 6.1 Co-operate with the employer on all Health & Safety issues.
- 6.2 Such other duties as may be assigned within the level of the job.

This Job Description may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's responsibilities and duties. It is emphasised that within the overall duties of all the Administrative Staff, duties may be reallocated or shared from time to time. It is acknowledged that the contents of this job description are not subject to appeal.