



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Role Title	Administration – Level 2
Grade	3
School	Princes Primary School
Main purpose of the role	
To provide routine general clerical or administrative support to the school under the direction or instruction of senior staff.	
Core responsibilities and tasks	
<ol style="list-style-type: none"> 1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. 2. liaising with parents/staff etc. 3. Assist with arrangements for visiting professionals 4. Provide routine clerical support e.g. photocopying, filing, emailing, completion of routine forms, registers, school meals etc. 5. Maintain digital records/management information systems. 6. Undertake word-processing and other IT based tasks. 7. Sort and distribute mail. 8. Operate office equipment e.g. photocopier, computer etc. 9. Arrange orderly and secure storage of supplies. 10. Undertake routine financial administration e.g. collect and record dinner money. 11. To Assist with Supply Staff and directing to classes. 	
Knowledge, skills and experience	
<ul style="list-style-type: none"> • General clerical/administrative work experience. 	





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Additional Information

