

BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

Post Title: ADMINISTRATION & ORGANISATION ASSISTANT (LEVEL 2)	
Department: CHILDREN'S SERVICES	Establishment/Post No:
Division/Section:	Post Grade:
Location: SCHOOLS	Post Hours:
<p>Special Conditions of Service:</p> <p>Attendance at evening meetings may be required.</p>	
<p>Purpose and Objectives of Post:</p> <p>Under the instruction/guidance of senior staff provide routine general administrative/financial support to the school.</p>	
Accountable to: Head Teacher	
Immediately Responsible to: Administration & Organisation Assistant (Level 3)	
Immediately Responsible for:	
<p>Relationships: (Internal and External)</p> <p>Governors, Head Teacher, teachers, support staff, parents, pupils, LEA Officers and other outside agencies.</p>	

Control of Resources:

Office equipment – photocopier, computer, fax.

Maintain stationery, materials and general office supplies.

Maintain stocks for uniform/snacks/other 'shops' in the school.

Duties/Responsibilities:

To collect and accurately record all money for school trips, charity events etc and balance to appropriate lists.

To collect, accurately record and balance dinner and milk money.

Carry out basic bookkeeping of, for example, school fund, petty cash, school trips, photographs, postage, telephone calls and the balancing of such funds.

Make arrangements for school trips, events etc as directed.

To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.

Undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedure.

Provide general clerical support eg photocopying, filing, faxing, emailing, completing routine forms and responding to routine correspondence.

Maintain manual and computerised records/returns/management information systems.

Undertake typing, word-processing and other IT based tasks including the production of letters, reports and schedules and operate relevant equipment/ICT packages eg excel, databases, spreadsheets, internet.

Sorting and distributing internal and external mail.

Produce lists/information/data as required. Eg pupil data

Maintain and collate pupil reports including plasc information and that routinely required by the LEA and Dfes.

Undertake routine administration of school lettings and other uses of school premises.

Take notes/minutes of meetings as required.

Collation of registers and the completion of various returns as required by the Dfes and LEA.

Make arrangements for visits by the school nurse, photographer, linked schools and parents.

Maintain stock and supplies, cataloguing and distributing as required.

Operate uniform/snack or other school 'shops' within school.

Respond to queries from staff, pupils and parents.

Undertake general financial administration eg processing orders, preparing statements for individual budget holders.

Under the direction of the Headteacher, organise supply cover

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

Appreciate and support the role of other professionals.

Contribute to the school ethos, aims and the development/improvement plan.

Attend relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

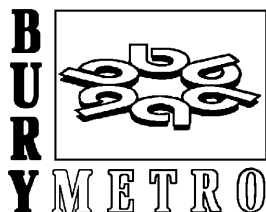
Job Description prepared by:

Sign:

Date:

Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

A&O(Level 2)



METROPOLITAN BOROUGH OF BURY
EDUCATION & CULTURE DEPARTMENT

PERSON SPECIFICATION

ADMINISTRATION & ORGANISATION ASSISTANT
(LEVEL 2)

<u>ASSESSMENT METHOD</u>	<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
	Experience of general clerical/administrative /financial work. Willingness to participate in relevant training and development opportunities. Willingness to achieve a Level 2 qualification in English/Literacy and Mathematics/Numeracy Willingness to attend Dfes Induction training. NVQ 2 or equivalent qualification or experience in relevant discipline. Hold or have a willingness to obtain First Aid At Work Certificate	√	
	Ability to work effectively within a team environment, understanding classroom roles and responsibilities. Ability to build and maintain effective working relationships with all pupils and colleagues.. Ability to promote a positive ethos and role model	√	

	<p>positive attributes.</p> <p>Ability to continually develop and extend own working practices.</p> <p>Effective use of ICT packages</p> <p>Book keeping skills</p> <p>Ability to communicate well and have a good telephone manner.</p>		
	<p>Word processing qualification.</p> <p>Cash handling experience.</p> <p>Working with children in a paid or voluntary capacity.</p> <p>Willingness to undertake appointed person certificate in first aid administration.(delete if not required).</p>		√