

Job purpose:	Work as part of the administration team, under the direction of senior staff, to provide general administration and/or financial support to the school.	
Reporting to:	Headteacher/Finance Director/SLT	
Responsible for - Staff	None	
Liaising with:	Headteacher, other members of staff – teaching and support staff, LTT Staff, LA, DFE	
Grade of post:	G4	
Disclosure level:	Enhanced	

Specific Job Outline

- To provide general clerical and/or administration support.
- To provide class teachers with weekly dinner registers
- Collect and reconcile all monies paid to school for designated areas of income
- Work with the Headteacher to collect outstanding debt in line with Trust Policy, accountable to the Finance Director.
- Maintain individual parental payment records for childcare voucher payments
- Prepare monies for banking on a weekly basis
- Implement and maintain online payment system
- Maintain the Single Central record
- Liaise with class teachers to book and coordinate transport for school visits
- Monitor office stock and replenish as appropriate
- To take notes/minutes of meetings as required.
- To order equipment as requested.
- To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties as required, including the use of Inventory.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.
- Daily reconciliation of dinner numbers
- To manage the School Fund ensuring reconciliation each month.
- To manage petty cash ensuring the appropriate imprest is maintained.
- To manage 30 hour Nursery provision including admission of new starters and production of registers liaising with the Finance Director to ensure eligibility.

Generic Administrative Team Duties

Establish constructive relationships with staff, parents and visitors.

Ensure effective, whole school communication utilising Impero where possible.

Update Pupil Records from annual Data Collection.

Collate pupil reports to parents.

Issue receipts for cash payments as required

Create information packs for parents.

Collate and distribute School Prospectus.

Support school events such as Open days, Dance Festivals etc.

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Safeguarding Training

To undertake Safeguarding Training.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using a range of computer packages i.e. Word, EXCEL	E		A, I, T
Experience of undertaking a range of routine clerical tasks	E		A, I
Experience of undertaking basic financial procedures	E		A, I, T
Experience of using internet, sending/receiving email		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Literacy & numeracy to undertake the tasks of the post	E		A, I
NVQ level 2 in Business Administration or relevant equivalent qualification/experience or willingness to work towards it	E		A, I
Willingness to obtain basic first aid certificate		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of general office procedures	E		A, I
Understanding of general financial procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work under supervision and as a team member	E		A, I
Ability to complete tasks to deadlines	E		A, I
Good communication skills to respond to general enquiries	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to take messages accurately and pass them on to the relevant person	E		A, I
Ability to respond to and resolve routine problems	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I