Job Profile
Management, Finance & Admin
Level 3

Job purpose:	Under the direction of senior staff provide general administration and/or financial support to the school. To invigilate examinations as and when required. **OR** To assist with the day to day running of the schools Resource Centre/Library		
Reporting to:	Headteacher/Business Manage/Senior Finance Officer/Office Manager/Senior Admin Officer		
Responsible for - Staff	None		
Liaising with:	Headteacher, other members of staff – teaching and non teaching, LA, DFES		
Grade of post:	G3	**Gauge ref:**	A23225
Disclosure level:	Enhanced		

Job Outline
• To provide general clerical and/or administration support including the administration of school lettings if required. • To take notes/minutes of meetings as required. • To undertake general financial administration which may include processing orders, preparing statements for budgets as requested and undertake basic bookkeeping as required • Maintain and update manual and computer records to include management information systems. • To maintain and collate registers, pupil reports and any other information as required by LA or DFES. • To order equipment as requested • To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties as required. • To sort and distribute internal an external mail. • To schedule visits by to the school by outside agencies and linked schools • The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

Responsibilities

Exam Invigilators

- To set up examination venues to include laying out equipment and papers in accordance with procedures
- To deal with examination irregularities and ensure no unauthorised material is consulted in line with procedures and regulations
- To communicate examination procedures to pupils and oversee behaviour, respond to pupil requests during the examination, escort candidates from the location during the examination
- To maintain candidate attendance and absence records and to make arrangements as necessary for the specific needs of individuals (e.g. SEN), and for school pupils who need to sit examinations elsewhere

Resource Centre/Library only

- To assist staff and pupils in using library resources
- To assist with the supervision of students whilst in the centre
- To update and maintain the library management systems
- To assist with the development and delivery of information/literacy programmes within the centre to support literacy and reader development within the school
- To contribute to the monitoring of the allocated centre budget under the direction of the School Business Manager
- To support out of hours provision and extra curriculum activities
- To assist with the selection and purchase of resource centre stock under the direction of senior staff and to maintain stock levels
- Under the direction of senior staff to deliver activities for internal and external primary school transition projects
- To update relevant manual and computer records and to provide resource centre information as required

Other Specific Duties

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

Health and Safety Training

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

Schools Job Profile Acceptance Form
Management, Finance & Admin
Level 3
G3 – A23225

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 _____

Please sign and return to your manager.

Person Specification / Selection Criteria
Management, Finance & Admin
Level 3

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