

Job Profile

Management, Finance & Admin

Level 2

Job purpose:	Under the direction of senior staff provide routine administrative and/or financial support to the school.		
Reporting to:	Headteacher/Business Manage/Senior Finance Officer/Manager/Senior Admin Officer		
Responsible for	NA		
Liaising with:	Headteacher, other members of staff – teaching and non teaching,		
Grade of post:	G2	Gauge ref:	A23224
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To undertake a range of routine financial tasks and to undertake clerical / IT duties • To be responsible for reception duties, answering routine telephone and face to face enquiries, signing in visitors. • To open, sort and distribute incoming mail and post outgoing mail. • To collect registers and to complete necessary returns as required • Update manual and computerised records / management information systems. • The jobholder may be required to assist with pupil first aid, liaising with parents/carers and staff. • To assist with arrangements for visits to school from outside agencies.

Other Specific Duties
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and development appraisal process.</p> <p>Health and Safety Training</p> <p>To undertake Health and Safety training on areas within the designated work area.</p>

Person Specification / Selection Criteria Management, Finance & Admin Level 2



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using Microsoft Word	E		A, I
Experience of using Excel spreadsheets		D	A, I
Experience of working in an office and / or school environment	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
Good level of literacy & numeracy	E		A, I
NVQ level 1 or equivalent QCF in Administration or comparable level of experience relevant to the job	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 how to operate office equipment for example photocopier, fax machine	E		A, I
Knowledge of general office procedures	E		A, I
Knowledge of school related office procedures		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 deliver polite, courteous and efficient customer service	E		A, I, R
Ability to respond to routine problems	E		A, I
Ability to work effectively as part of a team	E		A, I, R
Ability to complete tasks to deadlines	E		A, I
Ability to take accurate messages and pass them on to the relevant person	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