

**LEVEL 3 - Under the Instruction/ guidance of the Office Manager: provide general administrative / financial support to the Academy.**

### **TASKS**

#### **Organisation**

- Undertake reception and admin duties, answering general telephone and face to face enquiries and signing in visitors.
- Undertake financial duties, process orders and invoices and manage the Academies petty cash and private fund monies.
- Manage pupil's attendance records through SIMS Management Liaising with the attendance officer.

#### **Administration**

- Provide general/clerical admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Assist in the management of manual and computerised records/ information systems.
- Analyse and evaluate data/ information and produce reports/ information/ data as required
- Produce lists/ Information/ data as required e.g. pupils data
- Input pupils attendance Information into SIMS Management
- Manage pupils dinner money and records
- Manage the Academies private fund, petty cash records and other monies
- Process orders and Invoices
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes in meetings
- Undertake administrative procedures
- Undertake routine administration of school lettings and other uses of school premises

#### **Resources**

- Operate relevant equipment / ICT packages (e.g. word, excel, databases, spreadsheets, internet )
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders and monies

#### **Responsibilities**

- Be aware 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.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist in the monitoring and planning evaluation of the budget as required
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Financial Qualification</li> <li>• Good Numeracy/ literacy skills (A-C GSCE Equivalent)</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid</li> <li>• Effective use of ICT packages</li> <li>• Effective use of SIMS Management</li> <li>• Use of relevant equipment / resources</li> <li>• Good key board skills</li> <li>• Knowledge of relevant policies / code of practice &amp; awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as a part of a team, understand school roles and responsibilities and your own position within these</li> <li>• Ability to identify own training &amp; development needs &amp; co-operate with means to address these.</li> </ul>

Employee Signature: ..... Date: .....