



Administrative and Management Family

Job Description

Job Description		
Role Title	Typically reports to	
Administrative and Finance Assistant	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
AT1	5	1.10.18
Purpose of the role (job statement)		
Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.		
Main Duties:-		
<ul style="list-style-type: none"> • Health and Safety of the site and premises • Handling and reconciliation of incoming and outgoing finances in accordance with financial regulations, providing timely budget reports (Out of school club) • Assist with the marketing and promotion of the school eg newsletters. Website etc • to undertake the management of manual and computerised record / information systems, including the analysis, manipulation and production / presentation of reports • monitor timelines and identify where slippage occurs <p>The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties</p> <ul style="list-style-type: none"> • operate, demonstrate and deliver basic training on relevant ICT software packages e.g. word processing packages, databases, spreadsheets, specialist software • to assist with marketing and promotion activities • complete and submit monitoring forms, returns etc, including those to external bodies. • monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits • to undertake activities in relation to hr/staffing procedures, payroll, finance etc and provide advice and guidance on these to a range of service users • Organise and direct the cleaning staff in relation to Health and Safety. • Undertake word and data processing and complex it based tasks. • to undertake research and obtaining information to support school leadership decisions • responding to and answering queries • assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc 		
Responsibilities:-		
<ul style="list-style-type: none"> • be aware of, and comply with, policies and procedures relating to child protection, health, safety 		



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- 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 school
- 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
- recognize own strengths and areas of expertise and use these to advise and support others
- Manage the aspects of premises and H&S on the school site directed by admin supervisor.



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Person Specification – Administrative Technical 1 AT1			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• Full working knowledge of ICT and other specialist equipment/resources	E	A
	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	A I
	• Ability to relate well to children and adults	E	A I
	• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these	E	A I
	• Ability to self-evaluate learning needs and actively seek learning opportunities	E	A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role	E	A
	• First Aid at work	D	A
Experience	• Experience of development, management and operation of administrative systems	D	A I
	• Working in a school office	E	A I
	• Working with SIMs and knowledge of the Financial Management in Schools (FMS)	E	A I
	• School site Health and safety	D	A I
	• GDPR knowledge	D	A I
Disposition	• Good communication skills at all levels	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.



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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.