Role: **Admin Assistant (JRD A6099)**

Grade: Grade 3 point 12 -17

Hours: Part Time Whole Time

**Purpose of the Post**

To carry out a range of admin duties under the supervision of the School Admin Officer, School Business Manager and the SLT.

**Line Management Responsibilities***:*  School Office Manager & School Business Manager.

**KEY AREAS**

Key Area: **Finance**

Key Tasks

* Monthly reconciliation of procurement cards
* Raise whole school purchase orders
* Process whole school invoices

Key Area: **Courses**

Key Tasks

* Book courses for whole school training
* Raise appropriate purchase order
* Scan certificates and attach to personnel records
* Update training data base

Employee signature………………………………………………… Date………………..

Head teacher signature…………………………………………….. Date………………..

Review Annually or earlier if required