



## **Job Profile**

### **Administration Assistant Grade E (SCP 8 – SCP11)**

#### **Job Purpose**

Under the guidance of the school's Business Manager: organise and supervise administrative systems within the school or department and be responsible for undertaking administrative, financial, organisational processes within the school, maintaining confidentiality at all times. Assist with the planning and development of support services.

#### **The key roles of this post will generally include:**

##### **1. Organisation**

- Supervise and manage the day to day work of the administrative function and the school office
- Deal with all reception/visitor, etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Supervise, train and develop administrative staff as appropriate

##### **2. Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body (subject to school needs)
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies
- Take notes at meetings and prepare minutes

### **3. Resources**

- Operate relevant equipment/complex ICT packages, LEA wide systems e.g. SIMS and Agresso
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage the financial transactions and sales of the school in line with current LEA Financial Regulations
- Maintain appropriate financial records to satisfy Internal Audit
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school, if required
- Manage administration of facilities including use of school premises
- Initiate and monitor progress towards premises repairs
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

### **4. Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with development of confidentiality and data protection policies
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Such other responsibilities allocated which are appropriate to the grade of the post

## Knowledge and Qualifications

### Essential

Knowledge of:

- Effective use of ICT packages

Qualifications:

- Good numeracy/literacy skills
- NVQ 3 in Business Admin or equivalent qualification in a relevant discipline

Experience of:

- Developing, managing and operating clerical / administrative / financial work
- Use of ICT including word processing and computerised accountancy systems e.g. SIMS, AGRESSO or equivalent
- Ability to use relevant office equivalent (keyboard, photocopier)
- Liaising with agencies/individuals by both verbal and written communication

### Desirable

Qualifications:

- RSA Level 2 or equivalent

Experience:

- Managing staff
- Managing budgets
- Working in a school