

Job Profile

Management, Finance & Admin

Level 5



Job purpose:	To provide secretarial/administrative/financial support to the Headteacher/Governors/ and managers. And/or to provide a confidential administrative service to the Headteacher.		
Reporting to:	Headteacher/School Business Manager/ Governors		
Responsible for - Staff	None		
Liaising with:	Headteacher, other members of staff – teaching and non teaching, Governors LA and DfE, business people		
Grade of post:	G5	Gauge ref:	A23296
Disclosure level:	Enhanced		

Job Outline

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To manage and undertake a range of financial / accounting processes and to assist with any promotion and marketing materials for the school.
- To organise the school diary and schedule meetings.
- To administer & process all monies (including school meals) coming into school.
- To prepare and monitor the school fund income and expenditure account and to organise fundraising activities.
- To be responsible for a range of administrative duties and complicated IT tasks.
- To maintain and update manual and computer records/returns management information systems.
- To manage, input & extract data/information for analysis in order to produce detailed reports as requested.
- To place orders as required and to maintain stationery for the office and staff.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies.
- To undertake reception duties including to monitor and action all incoming communications including, telephone calls, post and the school email account.
- To maintain and collate registers, pupil reports and any other information as required by the school, LA or DfE.
- To schedule school visits for outside agencies, linked schools and parents.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available

To continue personal development in the relevant area

To participate in the staff review and development appraisal process

Any other tasks that may be reasonably assigned to you.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area

**Schools Job Profile Acceptance Form
Management, Finance & Admin
Level 5
G5 – A23296**



SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Job holder: _____ Date _____

Print Name Job holder: _____ NI No: _____

School Name: _____

DfE _____

Please sign and return to your manager.

Person Specification / Selection Criteria Management, Finance & Admin Level 5



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven experience of undertaking a range of administration tasks	E		A, I, R
Experience of financial procedures	E		A, I, T
Experience of using various ICT systems and procedures	E		A, I,
Proven experience of working within a school office environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's to include English and Maths or equivalent level of qualification	E		A
NVQ level 3 in Business Administration/Accounting or relevant qualification or equivalent applicable experience	E		A
Certificate in School Business Management		D	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 education and local Authority organisations		D	A, I
Can demonstrate ability to produce high quality secretarial and word processing support	E		A, I

Knowledge of working within a school setting or learning resource facility		D	A, I
Knowledge of how to undertake a range of financial processes	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
Exceptional organisational skills to provide administrative support	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to self-motivate	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others	E		A, I
Meticulous attention to detail	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I