



Job Profile

Finance & Admin Level 5

Your job

Job purpose: To provide administrative and financial support to the Headteacher/Governors/business manager.

Reporting to: Headteacher/School Business Manager

Responsible for: N/A

Liaising with: Headteacher, other members of staff – teaching and non-teaching, Governors LA and DFES, business people

Grade: G5

Gauge Ref: A23296

Disclosure level: Enhanced



Job Outline:

- To manage and undertake a range of financial / accounting processes and to assist with any promotion and marketing materials for the school.
- To produce a range of financial data and provide reports as required.
- To support the preparation of the annual school budget and to monitor, record and report financial activity against approved allocations.
- To take minutes of meetings as required.
- To undertake administrative tasks in relation to HR processes.
- 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 deal with and respond to enquiries from staff, pupils, parents and outside agencies
- To manage the administration of school lettings and other uses of school premises if appropriate.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.
- To organise and co-ordinate supply cover as requested by senior staff

Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area
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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 Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____



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 |
| Willingness to obtain basic first aid certificate | E | | 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 financial processes | E | | A, I |
| Knowledge of school related office procedures | | D | A, I |
| Knowledge of working within a school setting or learning resource facility | E | | 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 |
|--|------------------|------------------|---------------|
| Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes | 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 |

E. Legal Issues

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



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