



## Job Profile

### Management, Finance & Admin Level 2

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#### Your job

**Job purpose:** Under the direction of senior staff provide routine administrative and/or financial support to the school.

**Reporting to:** Headteacher/Business Manage/Senior Finance Officer/Manager/Senior Admin Officer

**Responsible for:** N/A

**Liaising with:** Headteacher, other members of staff – teaching and non teaching.

**Grade:** G2

**Gauge Ref:** A23224

**Disclosure level:** Enhanced

#### Job Outline:

- To undertake a range of routine financial tasks and to undertake clerical/IIT duties
- To be responsible for reception duties, answering routine telephone and face to face enquiries, signing in visitors.
- To open, sort and distribute incoming mail and post outgoing mail.
- To collect registers and to complete necessary returns as required
- Update manual and computerised records/management information systems.
- The jobholder may be required to assist with pupil first aid, liaising with parents/carers and staff.
- To assist with arrangements for visits to school from outside agencies.



### Other specific duties:

- To carry out 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

### 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 2 G2 – A23224

### **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 2

##### A. Experience

|                                                       | <b>Essential</b> | <b>Desirable</b> | <b>Source</b><br>A = Application<br>I = Interview<br>R = References<br>T =<br>Task/Observation<br>P = Presentation |
|-------------------------------------------------------|------------------|------------------|--------------------------------------------------------------------------------------------------------------------|
| Experience of using Word processing                   | E                |                  | A, I                                                                                                               |
| Experience of using Excel spreadsheets                |                  | D                | A, I                                                                                                               |
| Experience of working in a general office environment | E                |                  | A, I                                                                                                               |



## B. Training and Qualifications

|                                                                                                                 | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|-----------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------|
| Literacy & numeracy to undertake the tasks of the post                                                          | E                |                  | A, I          |
| NVQ level 1 in Administration or relevant equivalent experience/qualification or willingness to work towards it | E                |                  | 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.

|                                                                                   | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|-----------------------------------------------------------------------------------|------------------|------------------|---------------|
| Knowledge of how to operate office equipment for example photocopier, fax machine | E                |                  | A, I          |
| Knowledge of general office procedures                                            | 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.

|                                                                           | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|---------------------------------------------------------------------------|------------------|------------------|---------------|
| Ability to deliver polite, courteous and efficient customer service       | E                |                  | A, I, R       |
| Ability to respond to routine problems                                    | E                |                  | A, I          |
| Ability to take accurate messages and pass them on to the relevant person | E                |                  | A, I, R       |
| Ability to work effectively as part of a team                             | E                |                  | A, I          |
| Ability to complete tasks to deadlines                                    | E                |                  | A, I          |
| Ability to work in accordance with the schools health and safety policies | E                |                  | A, I          |

## E. Legal Issues

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