Job Profile

Management, Finance & Admin Level 5

Your job

Job purpose: To provide secretarial/administrative/financial support to the Headteacher/Governors/senior office staff and managers.

And/or to provide a confidential administrative service to the Headteacher and an effective clerking service to the governing body.

OR

To oversee the day-to-day management of the schools Resource Centre.

Reporting to: Headteacher/School Business Manager/Senior Finance Officer/Office Manager/Senior Admin Officer/Governors

Responsible for: Some day-to-day allocation of work to junior office/finance staff

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 take minutes of meetings as required.
- To organise the Headteachers diary and schedule meetings.

- To administer and reconcile school meal monies .
- To produce a range of financial data and provide reports as required.
- To prepare the annual school budget and to monitor, record and report financial activity against approved allocations.
- 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 order equipment as required and to maintain stationary and consumables for the whole school.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies
- To undertake reception duties as required.
- To maintain and collate registers, pupil reports and any other information as required by the school, LA or DFES.
- To ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries
- To schedule school visits for outside agencies, linked schools and parents.
- 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 teaching/office staff

Resource Centre/Library only

- To provide specialist support, advice and assistance to students and staff in the available resources, procedures, systems and library use.
- To assist with the supervision of students whilst in the centre and to provide Cover Supervision within the library as required
- To develop, implement and maintain library management systems
- To develop and deliver information/literacy programmes within the centre to support literacy and reader development within the school
- To effectively manage the allocated centre budget under the direction of the School Business Manager
- To develop and manage out of hours provision and extra curriculum activities

- To select and purchase resource centre stock in consultation with subject leaders /designated curriculum managers and to maintain stock levels
- To manage and deliver activities for internal and external primary school transition projects
- To provide relevant reports as required

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

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
Previous supervisory experience		D	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
Previous supervisory experience		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 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