



## Job Profile

### Management, Finance & Admin Level 1

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#### Your job

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

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

**Responsible for:** N/A

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

**Grade:** G1

**Gauge Ref:** A23295

**Disclosure level:** Enhanced

#### Job Outline:

- To carry out basic bookkeeping duties and to provide routine clerical support and carry out other IT based tasks.
- To deal with routine telephone, face to face enquiries and signing in visitors.
- To open, sort and distribute incoming mail and post outgoing mail.
- To assist with the collection of registers and to assist with the completion of various returns as required
- To update manual and computerised records/management information systems.
- If required to assist with pupil first aid, liaise 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 1 G1 – A23295

### **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 1

#### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Basic experience of using Word processing		D	A, I
Basic 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		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.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of how to operate office equipment for example photocopier, fax machine		D	A, I
Knowledge of general office procedures	E		A, I
Understanding of how to communicate in a courteous manner with a range of people	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 take accurate messages and pass them on to the relevant person	E		A, I
Ability to work effectively as part of a team	E		A, I, R
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