

Job Profile

Management, Finance & Admin

Level 2

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	NA		
Liaising with:	Headteacher, other members of staff – teaching and non teaching,		
Grade of post:	G2	Gauge ref:	A23224
Disclosure level:	Enhanced		

Job Outline

- To undertake a range of routine financial tasks and to undertake clerical/IT duties
- To undertake reception duties and provide hospitality for visitors
- To be responsible for answering routine telephone and face to face enquiries, signing in visitors.
- To open, sort and distribute incoming mail and post outgoing mail including Email.
- 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.
- To work as part of the Business and Admin team to ensure all office duties are carried out effectively and efficiently
- To maintain confidentiality at all times
- To uphold and model the Christian core values, policies and practices of this faith school
- To undertake any reasonable duties as requested by the Headteacher

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.
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 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 _____

Please sign and return to your manager.

Person Specification / Selection Criteria Management, Finance & Admin Level 2



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of 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

	Essential	Desirable	Source
Literacy & numeracy to undertake the tasks of the post	E		A, I
NVQ level 1 in Administration or equivalent relevant 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.

	Essential	Desirable	Source
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.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to respond to routine problems	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 take accurate messages and pass them on to the relevant person	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I

E. Legal Issues

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