

Job Title	Finance and Administration Assistant
Grade	2020 Scale 4 (Band 2 max)
Responsible to	Headteacher, Office Manager
Liaison with	Office Manager, HR Manager, Finance Officer, Other staff, Pupils, Parents, Visitors, External Agencies, ECC staff
Job Purpose	To provide clerical, welfare and finance support to facilitate the smooth running of the school
Duties	<ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the school's policy, liaising with parents if necessary and order first aid supplies when required To assist with visits from the school nurse and outside agencies To assist with general welfare of pupils To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate To ensure school security arrangements are always complied with, including issuing visitor badges To input and ensure the accuracy of data onto the computer To operate and maintain appropriate databases and spreadsheets To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps To accept and sign for deliveries as appropriate, checking full receipt of orders, annotating the records appropriately To assist with the monitoring and maintenance of stock and order goods, as necessary and undertaking To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier To assist staff in arranging visits To undertake typing and word processing as required To be responsible for collection, recording and issuing receipts for monies as required To undertake general administrative duties and provide general clerical support, as required To undertake reception duties as required, ensuring school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitors book To provide hospitality for visitors for the school To assist with parental contact when pupils are absent To undertake administrative duties relating to pupil records To assist with answering the telephone, taking and distributing messages To administer first aid to pupils as required, in keeping with the school's policy, liaising with parents if necessary and order first aid supplies when required <p><u>General</u></p> <ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade • This post is portable across any school in the Trust.
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Job Description

PERSON SPECIFICATION

Clerical/Admin 'B' Primary

General heading	Detail	Examples
	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of health and safety policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role