



# JOB DESCRIPTION



<b>CHILDREN YOUNG PEOPLE &amp; FAMILIES PORTFOLIO</b>	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	Manor Lodge Community Primary
<b>POST TITLE</b>	Administration & Finance Assistant
<b>GRADE</b>	4
<b>RESPONSIBLE TO</b>	Line Manager as defined in staffing structure
<b>RESPONSIBLE FOR</b>	As defined in staffing structure
<b>PURPOSE OF JOB</b>	<b>UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• NVQ 2 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE</li> <li>• GOOD NUMERACY/LITERACY SKILLS</li> </ul>

**JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL LEVEL 2**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit SSET Trust.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **DUTIES**

#### **Organisation**

1. Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
3. Assist in arrangements for schools trips, events etc.

#### **Administration**

4. Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
5. Maintain manual and computerised records/management information systems
6. Produce lists/information/data as required e.g. pupils data
7. Undertake typing and word-processing and other IT based tasks
8. Take notes at meetings
9. Sort and distribute mail
10. Undertake administrative procedures
11. Maintain and collate pupil reports
12. Undertake routine administration of school lettings and other uses of school premises

#### **Resources**

13. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
14. Maintain stock and supplies, cataloguing and distributing as required
15. Day to day operation of uniform/snack/other 'shops' within the school
16. Provide general advice and guidance to staff, pupils and others as appropriate
17. Undertake general financial administration as appropriate e.g. processing orders

### **RESPONSIBILITIES**

18. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
19. Be aware of and ensure equal opportunities for all
20. Contribute to the overall ethos/work/aims of the school
21. Appreciate and support the role of other professionals as appropriate
22. Attend and participate in relevant meetings as required
23. Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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