

Job Description

Job Title	Admin/Clerical 'B' (Special)
Grade	Band 3
Reports to	Head of Finance and Operations, CEO
Liaison with	Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, ECC Staff, Governors
Job Purpose	Undertake financial, personnel, pupil related and other administrative work to ensure an efficient and effective administrative service for the school
Duties	<p><u>Finance</u></p> <ul style="list-style-type: none">• Maintain manual and computerised financial records• Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc• Process administrative and upload BACS/online banking payments on accounts and banking software• Assist the Headteachers/Governing Bodies/ Head of Finance in the monitoring of the budget• Produce and evaluate financial reports as required• Attend relevant management/Governor Committee meetings to offer advice as required• Monitor actual budget against expenditure and identify budget irregularities liaising with schools for resolution• Deal with queries through to resolution• Liaison with staff/suppliers/clients on the telephone, by email/letter and in person• Undertake monthly control account reconciliations as well as bank reconciliations for multiple schools and the Trust.• To oversee the administration and processing of petty cash and school purchase cards in conjunction with each school and the Trust• Complete and submit financial returns• Be responsible for the security of unused cheques and other controlled stationery• Helping to ensure the school is following 'Best Value' procedures• To advise on the preparation of school monies and make appropriate arrangements for banking when needed• Be responsible for issuing of invoices and collection of monies due to the school• Ensure preparation of orders, check full receipt, ensure payment of goods and services• Arrange journal transfers (if appropriate)• Attend relevant updates/training sessions as/when needed/requested to do so• Undertake administrative tasks relating to licences held by the school• Be responsible for filing, security and retrieval of financial data, including daily and termly backup of computerised records• Ensure all financial administration is carried out in accordance with appropriate LEA and school financial regulations and policies• Prepare documentation for annual audit• Be responsible for maintaining the school inventory

- Other ad hoc duties

Personnel

- Maintain manual and computerised personnel records and files
- Be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts
- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment and arrange monthly pay claims
- Advise school staff on pay and other personnel related matters, taking advice as necessary
- Any other ad-hoc HR administration duties

Administrative

- Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary
- To take responsibility for dealing with complex enquiries or difficult visitors to the school
- Act as confidential secretary to the Headteacher
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- Complete such returns as may be required by the LEA, DfES etc
- Word-processing
- Advise on and implement appropriate administrative systems/procedures
- Act as clerk to Governing Body
- Take minutes

Supervision

- Supervise clerical/administrative operations and prioritise work
- Undertake appropriate induction and training and give advice and support to other staff

General

- 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
- Ensure that all duties and services provided are in accordance with 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 or 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
- The post is portable across any school in the Trust.

PERSON SPECIFICATION
Admin/Clerical 'B' (Special)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 / A level or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake 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	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	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	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 Ability to work accurately with

		attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance