


Job Description			
Title Admin – Grade 3	School: Albany Infant & Nursery School	Post Ref	
Job Purpose The provision of a wide and varied range of clerical, administrative and financial support to the school.			
Key Responsibilities <ol style="list-style-type: none">1. To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding2. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports3. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash4. To develop basic systems and processes to meet operational needs and to ensure the high quality of information held5. To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters6. To provide advice, guidance and support to other administrative staff as required7. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school		Key Accountabilities	
The post holder will perform any other duty or task that is appropriate for the role described.			

Person Specification				
Education and Knowledge		Personal skills and general competencies		
1. A good standard of secondary education to GCSE level or equivalent. 2. A good standard of literacy and numeracy.	Experience	Essential	Desirable	Evidence
	Minimum of 2 years office experience	X		A i
Experience 1. Carrying out a wide range complex administrative duties. 2. Interpreting written instructions/manuals to carry out processes and procedures without regular supervision. 3. Working with a variety of IT systems including word processing, spreadsheet and database operation. 4. Handling information in accordance with the Data Protection principles. 5. Dealing with confidential and sensitive information. 6. Handling, processing and reconciling cash, cheques, invoices or equivalent.	GCSEs in English & Maths	X		A
	Skills & aptitudes			
	Enthusiastic	X		Ai
	Committed	X		Ai
	Punctual	X		Ai
	Positive outlook	X		Ai
	Good organisational skills	X		Ai
	Use of ICT	X		Ai
	Keyboarding skills	X		Ai
	Ability to work with the public	X		Ai
	Specific requirements			
	SIMs experience		X	A
	Suitability to work with children	X		
	Enhanced Certificate of Disclosure from DBS			DBS
	Caring and approachable	X		i
Role Dimensions				
You will be working in a team of four, led by the School Business Manager, overseen by the Head Teacher.				

Date 13/10/17

Grade 3 Admin

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