


Job Description		
Title Admin – Grade 2	School: Northfield Primary & Nursery School	
Job Purpose The provision of varied clerical, administrative and financial support to the school.		
Key Responsibilities <ol style="list-style-type: none">1. To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making2. To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication3. To prepare and process orders resolving any routine issues that arises to ensure that stock levels are maintained. Ensure items procured are received in good order, that invoices are checked prior to being passed for authorisation4. To maintain electronic and manual records including student and staff records5. To undertake cash collection duties including the recording of all monies received and balanced, resolving any routine anomalies6. To support the maintenance of inventories and returns to comply with statutory requirements7. 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		Key Accountabilities

<p>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 team</p> <p>9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</p>	
The post holder will perform any other duty or task that is appropriate for the role described.	

Person Specification – Admin Assistant Grade 2 – December 2022

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • A good standard of secondary education GCSE Grade C or equivalent in English and maths • A good standard of literacy and numeracy. 	<ul style="list-style-type: none"> • Evidence of relevant, ongoing learning and professional development
Experience	<ul style="list-style-type: none"> • Carrying out a range clerical or administrative duties. • Following well defined processes, practices or procedures. • Carrying out tasks without close supervision. • Working with IT systems including basic word processing and spreadsheet operation. • Handling information in accordance with the Data Protection principles. • Handling and processing cash, cheques, invoices or equivalent. • Working in a busy office environment 	<ul style="list-style-type: none"> • Working within education
Personal skills and general competencies	<ul style="list-style-type: none"> • Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way • Recognise the confidentiality of some kinds of information • Work effectively and efficiently under pressure • Good oral and written communication skills • Problem-solver with a 'can-do' approach • Adaptable • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focussed in pressurised situations 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Enthusiastic • Establish and develop appropriate relationships with parents, governors and the local community • Be able to prioritise workloads; have excellent time management and organisational skills • Produce accurate work • Be able to use initiative • Knowledgeable and highly competent • Approachable and empathetic • Creative and enthusiastic • Have a sense of humour 	
--	--	--