

Job Description		
Title Admin – Grade 2	School: Intake Farm Primary School	
Job Purpose The provision of varied clerical, administrative and financial support to the school.		
Key Responsibilities		Key Accountabilities
<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 making 2. 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 communication 3. 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 authorisation 4. To maintain electronic and manual records including student and staff records 5. To undertake cash collection duties including the recording of all monies received and balanced, resolving any routine anomalies 6. To support the maintenance of inventories and returns to comply with statutory requirements 7. 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 procedures 		

<ol style="list-style-type: none"> 8. 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 team 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.</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. A good standard of secondary education to GCSE level or equivalent. 2. A good standard of literacy and numeracy. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. Well-developed communication skills – written and oral 2. Filing, sorting and organisation skills 3. Highly developed typing and ICT skills 4. Self-motivation 5. Team working skills 6. Flexibility 7. Approachability 8. Punctuality
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Carrying out a range of clerical or administrative duties. 2. Following well defined processes, practices or procedures. 3. Carrying out tasks without close supervision. 4. Working with IT systems including basic word processing and spreadsheet operation. 5. Handling information in accordance with the Data Protection principles. 6. Handling and processing cash, cheques, invoices or equivalent. 	