

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Administration and Organisation Level 2

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Directorate: [School name - amend as appropriate]

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Reporting to: Headteacher

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Grade: Scale 4

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## Job description

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Purpose of the post:

- Under instruction/guidance of senior staff: provide administrative and financial support to the school.

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Main duties and responsibilities:

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

### Administration:

- Provide general clerical/admin support including photocopying, filling, faxing, completing standard forms and responding to routine correspondence.
- Maintain the manual and computerised records management information systems.
- Produce lists/information/data as required e.g. pupil's data.
- Undertake typing and word processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

**Resources:**

- Operate relevant equipment/ICT packages (e.g. Word, Excel, Databases, Spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other shops within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

**Responsibilities:**

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

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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**General requirements:**

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title: Administration and Organisation Level 2

## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. NVQ level 2 or equivalent qualification or experience in relevant discipline.	✓	
<b>Experience</b>		
2. General clerical/administrative/financial work.	✓	
<b>Knowledge</b>		
3. Knowledge of First aid	✓	
4. Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
<b>Skills</b>		
5. Good numeracy/literacy skills.	✓	
6. Effective use of ICT packages.	✓	
7. Use of relevant equipment/resources.	✓	
8. Good keyboard skills.	✓	
9. Ability to relate well to children and adults.	✓	
10. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
11. Ability to identify own training and development needs and cooperate with means to address these.	✓	
12. Display the commitment to the protection and safeguarding of children and young people.	✓	