

# 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.

## Job details

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Job title: Administrative and Organisation

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Directorate: Princess May Primary School

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Reporting to: Business Manager

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Grade: Scale 2

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## Job description

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Purpose of the post:

- Under the instruction of the Business Manager, provide administrative and financial support to the school. Assist with the planning and development of support services.

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Main duties and responsibilities:

### Organisation:

- Deal with complex reception and visitor matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events in line with school policy.
- Undertake reception duties, answering routine telephone and face-to-face enquiries.

### Administration:

- Manage manual and computerised record/information systems.
  - Analyse and evaluate data/information and produce reports/information/data as required.
  - Undertake IT and ICT based tasks.
  - Provide personal, administrative and organisational support to other staff and SLT.
  - Provide administrative and organisational support to the Governing Body.
  - Undertake administration of school procedures.
  - Complete and submit forms, returns etc, including those to outside agencies e.g. DFE, Hackney Learning Trust.
  - Undertake daily school attendance duties including home visits.
  - Take notes at meetings.
  - Provide first aid.
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## Resources:

- Operate relevant equipment ICT packages.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the school.
- Undertake financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage expenditure within an agreed budget.
- Undertake general financial administration e.g. processing orders.

## Responsibilities:

- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and 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.
- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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 DBS 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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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. NVQ Level 2 or equivalent qualification or experience in relevant discipline.	✓	
<b>Experience</b>		
2. Experience of general clerical/administrative/financial work	✓	
<b>Knowledge</b>		
3. Full working knowledge of relevant policies/codes of practice	✓	
<b>Skills</b>		
4. Very good numeracy skills.	✓	
5. Effective use of ICT and other specialist equipments/resources.	✓	
6. Very good ICT skills.	✓	
7. Ability to relate well to children and adults.	✓	
8. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
9. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
10. Display commitment to the protection and safeguarding of children and young people.	✓	