



## JOB DESCRIPTION

<b>Post title:</b>	Admin Grade 2
<b>Academy:</b>	Selston Church of England Infant and Nursery School
<b>Working time:</b>	16 hours - Wed AM, Thurs/Fri All Day
<b>Pay range:</b>	£23,656 - £24,404 (pro-rata)
<b>Reporting to:</b>	Headteacher
<b>Supervisory responsibilities:</b>	n/a

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### Main Purpose of the job:

The provision of routine clerical, administrative and financial support to the school as directed

### Key Responsibilities:

- To perform routine clerical tasks including receiving & making telephone calls, checking and verifying information, greeting visitors, providing directions and advice and information to basic enquiries, typing straightforward letters and documents.
- To undertake general office support work including filing, photocopying, routine data input and retrieval including updating pupil records.
- To prepare and process routine orders including completion of pro-formas, placing orders, receiving and matching delivery notes with orders/invoices.
- To receiving and processing incoming and outgoing mail and email.
- To undertake cash collection duties including simple recording as required; to check and input details on our parent payment system.
- To collect and process attendance data.
- To support teachers in arranging, booking and co-ordinating trips.
- Basic website housekeeping.

### Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.



## Person Specification

Qualifications	Essential	Desirable
Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent	✓	
Experience		
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 GDPR	✓	
Handling and processing cash, cheques, invoices or equivalent		✓
Skills and Knowledge		
Good literacy, numeracy verbal communication skills	✓	
Sensitivity and understanding, to help build good relationships with pupils and adults.	✓	
Ability to work independently as well as part of a team	✓	
Aptitude		
High expectations and aspirations	✓	
Ability to communicate effectively	✓	
Ability to foster effective relationships with children and staff	✓	
Flexibility	✓	
Ability to use own initiative	✓	
Ability to motivate	✓	
Ability to follow school policies and procedures	✓	
Specific Requirements		
Support for a Christian ethos	✓	
Commitment to a whole school ethos	✓	
Commitment to children's personal and social development	✓	
Commitment to the staff team	✓	