


Job Description		
Title Admin – Grade 3 Points 5-7	Bispham Drive Junior School	
Job Purpose The provision of a wide and varied range of clerical, administrative and financial support to the school.		
Key Responsibilities <ol style="list-style-type: none"> 1. To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding 2. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports 3. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash 4. To develop basic systems and processes to meet operational needs and to ensure the high quality of information held 5. To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters 6. To provide advice, guidance and support to other administrative staff as required 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 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 	Key Accountabilities	

Grade 3 Admin

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<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>	
<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. School administration experience desirable 2. Good communication skills 3. Ability to work under pressure and to deadlines 4. First aid qualification an advantage
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Carrying out a wide range of complex administrative duties. 2. Interpreting written instructions/manuals to carry out processes and procedures without regular supervision. 3. Working with a variety of IT systems including word processing, spreadsheet and database operation. 4. Handling information in accordance with the Data Protection principles. 5. Dealing with confidential and sensitive information. 6. Handling, processing and reconciling cash, cheques, invoices or equivalent. 	