

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1153	Administrative and Finance Assistant	Grade 3	350 NJC	April 2008

Statement of Purpose

To work under the direction and guidance of senior staff to provide administrative and financial support to the school.

Support for Financial Administration

- Advise staff and others on ordering goods and services to obtain best value and value for money.
- Research and negotiate with suppliers to obtain best value and value for money, using catalogues, websites etc.
- Enter authorised official orders onto the school accounting system.
- Receive deliveries of goods and organise onwards dispatch to correct recipient/location.
- Organise returns of unsuitable goods.
- Investigate and resolve queries relating to wrong deliveries/incomplete orders with departments and suppliers.
- Enter non-order invoices onto the school accounting system.
- Liaise with Joint Finance Unit.

Support to Other Staff

- Contribute to the organisation of support service systems/procedures/policies.
- Provide personal, administrative and organisational support to other staff.

Support to the Organisation

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms.
- Maintain manual and computerised records/management information systems and respond to queries. Undertake routine typing, word-processing on an adhoc basis.
- Operate relevant office equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Undertake administration of complex procedures.
- Monitor and manage stock for Administration Department, cataloguing resources and undertaking audits as required.

Support to the School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

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- Be aware of, support 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
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Administrative and Finance Assistant
Level 3**

Essential Criteria	Measured by
Experience <ul style="list-style-type: none">General clerical/administrative/financial work.	AF/I
Qualifications/Training <ul style="list-style-type: none">NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline.Good numeracy and literacy skills.	AF/I
Knowledge/Skills <ul style="list-style-type: none">Effective use of ICT packages.Ability to use relevant equipment/resources.Good keyboard skills.Knowledge or relevant policies/codes of practice and awareness of relevant legislation.Ability to work constructively as part of a team.Ability to relate well to children and to adults.Good organising, planning and prioritising skills.Methodical with a good attention to detail.	AF/I

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Behavioural Attributes	AF/I
<ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	

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Note 1: *In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
 - *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
 - *Emotional resilience in working with challenging behaviours and*
 - *Attitudes to use of authority and maintaining discipline.*