

Salary:	NJC Pay Scale, Grade C
Responsible to:	Line Manager
Date of Job Description:	15/07/11

Purpose of the Role:

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment;
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns);
3. Maintain manual and computerised records and management information systems;
4. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Deal with enquiries either by telephone or face-to-face offering information and support and sign in visitors;
2. First point of contact for sick pupils, liaise with parents / carers / staff;
3. Assist with arrangements for school visits and events;
4. Responsible for the selection, ordering and storage of supplies, under direction and selling and distributing as required;
5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash;
6. Provide administrative support for meetings and take notes at meetings;
7. Assist with the administration of school lettings and other uses of school;
8. May handle small amounts of cash (e.g. dinner money, school visits).

Indicative knowledge, skills and experience

- Experience of general clerical, administrative and financial work;
- National qualifications level 2, GCSE's or relevant equivalent experience;
- Experience of using Microsoft applications and management information systems;
- Good interpersonal communications skills.

