

Job Description		
Role Title	Typically reports to	
Administrative Assistant Technical	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
AT1	5	December 2021
Purpose of the role (job statement)		
Under the direction/instruction of senior staff; provide routine general clerical, administrative, financial support to the school.		
Main Duties:-		
- to undertake research and obtaining information to inform decisions - responding to and answering queries - to undertake the management of manual and computerised record / information systems, including the analysis, manipulation and production / presentation of reports - monitoring timelines and identify where slippage occurs - handling and reconciliation of incoming and outgoing finances in accordance with financial regulations. providing timely budget reports - undertake word and data processing and complex IT based tasks. <u>Specialist</u> The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties - operate, demonstrate and deliver basic training on relevant ICT software packages e.g. word processing packages, databases, spreadsheets, specialist software - to assist with marketing and promotion activities - complete and submit monitoring forms, returns etc, including those to external bodies. - monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits - to undertake activities in relation to technical administrative procedures e.g. planning and regulatory procedures, HR/staffing procedures, payroll, finance etc and provide advice and guidance on these to a range of service users		
Responsibilities:-		
- 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 - be aware of and support difference 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 - recognize own strengths and areas of expertise and use these to advise and support others		



This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.