


Job Description			
Title Admin – Grade 4	Carlton Digby School	Post Ref AdGr4	
Job Purpose The provision of a comprehensive range of clerical, administrative, HR and financial support to the school.			
Key Responsibilities		Key Accountabilities	
<div>1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required</div> <div>2. To supervise administrative support colleagues including coordination of activity and monitoring outputs</div> <div>3. 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</div> <div>4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash</div> <div>5. To develop systems and processes to meet operational needs and to ensure the high quality of information held</div> <div>6. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters</div> <div>7. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making</div>		<div>Undertake recruitment administration including advertising job vacancies, processing applications, arranging interviews, carrying out statutory pre-employment checks, processing new staff through to contract stage.</div> <div>Update Single Central Record during periods of recruitment.</div> <div>Process and record staff absence and overtime claims</div> <div>Oversee Agency Staff Carry out staff return to work meetings.</div> <div>Support administration of school policy documents</div> <div>Monitor and update Website.</div> <div>Update Staff Training Records</div>	

Grade 4 Admin

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<p>8. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries</p> <p>9. 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</p> <p>10.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</p> <p>11.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>	

Role Dimensions

1. Supervision of 2 No. Grade 2 Admin Staff (during absence of School Business Manager)
2. Role of Bank signatory is included as detailed in Finance Policy. Will not hold responsibility for a Budget but will have responsibility for some reconciling of accounts.