Kent County Council

Job Description: Administration – Level 3

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| **School:** | **Frittenden CEP School** |
| **Grade:** | **Kent Range 5 – 6**  **(£22,595 - £25,262) Pro rata TTO + 5 inset days**  **Depended upon experience** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To provide administrative and organisational services to the school (essential)

To manage the finance function within the school (desirable, not essential)

**Key duties and responsibilities:**

1. Provide administrative, and organisational services to the school

2. Liaise with pupils, parents/carers

3. Liaise with other staff and external agencies

4. Analyse and evaluate data and information and run reports

5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages

6. Organise meetings and take notes

7. Produce, and respond to, correspondence

8. Develop and maintain recording and information systems, including personnel staff

9. Process forms, returns, etc., including those to outside agencies

10. Contribute to the planning and development of administrative policies, procedures and systems.

11. Demonstration of tasks to more junior colleagues

12. Monitor school budgets (desirable)

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries

2. Organise arrangements for school visits and events

3. Monitor pupil attendance and run reports

4. Undertake personnel administration, such as DBS checks

5. Monitor and manage stock within an agreed budget

6. Monitor service contracts school licenses and insurance

6. Assist with producing marketing and promotion material for the school

7. Process, maintain and monitor financial records relating to expenditure and income and processing invoices (desirable)

8. manage the school’s financial processes and budgets (desirable)

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Person Specification: Administration – Level 3

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ Level 2 or equivalent |
| **EXPERIENCE** | Experience of development, management and operation of administrative systems. |
| **SKILLS AND ABILITIES** | Literacy and numeracy skills  Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions  Supervisory skills  Interpersonal, organisational and administrative skills  Ability to develop and maintain effective computerised and manual filing systems  Ability to organise and prioritise workload to achieve deadlines  Ability to investigate complex queries and anomalies when required  Ability to take accurate notes and minutes of meetings  Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned  Co-ordination skills when arranging meetings and appointments and arranging client care when required  Ability to monitor and process accurate financial records  Commitment to equalities and the promotion of diversity in all aspects of working |
| **KNOWLEDGE** | Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.  Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol  Knowledge of a range of IT systems  Knowledge of computerised and manual filing systems  Awareness of Data Protection and confidentiality issues  Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety |