

Job Description			
Office Administrator Admin – Grade 3	Clarborough Primary School		
Job Purpose The provision of a wide and varied range of clerical, administrative and financial support to the school.			
Key Responsibilities 1. To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding 2. 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 3. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash 4. To develop basic systems and processes to meet operational needs and to ensure the high quality of information held 5. To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters 6. To provide advice, guidance and support to other administrative staff as required 7. 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 8. 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 9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school			
The post holder will perform any other duty or task that is appropriate for the role described.			

Grade 3 Admin

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Office Administrator Person Specification		
Qualifications	Essential	Desirable
Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent including some experience of similar duties supplemented by relevant training is necessary to undertake the full range of administrative duties e.g. maintaining pupil records, administering trips and visits, routine word processing including preparation of letters and notices to parents/carers, processing routine orders, administering school meals systems, administering admissions and leavers, etc.	X	
Good academic standard of general education to GCSE 'A' level standards/NVQ level 3 or equivalent plus specialist training/development and work experience across a technical or specialist area. Includes a full understanding of practices and procedures of the area being administratively supported in order to change and develop work practices accordingly e.g. sufficient knowledge to undertake/oversee specific administrative processes within the school.		X
Willingness to undertake further training		X
Experience		
Be able to carry out a wide range of complex administrative duties;	X	
Interpreting written instructions/manuals to carry out processes and procedures without regular supervision;	X	
Working with a variety of IT systems including word processing, spreadsheet and database operation;	X	
Be able to handle information in accordance with the Data Protection principles;	X	
Deal with confidential and sensitive information;	X	
Handling, processing and reconciling cash, cheques, invoices or equivalent;	X	
Deal with admissions procedures	X	
Have experience of writing newsletters, updating a website and communicating electronically with parents.	X	
Skills		
Highly organised with a great attention to detail	X	
Ability to prioritise and effectively meet deadlines	X	
Good IT skills including MS word and Excel	X	

Have clear and concise communication skills, both written and verbal	X	
Personal Characteristics		
Calmness, Confidentiality, Empathy, Enthusiasm, Flexibility, Initiative, Self-motivated, Determined, Committed, Positive & Pro active	X	

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.