Role Title	Typically reports to
Administrator 2	Line Manager
Information sources	**Date of profile**
Agreed by School Working Party Job Evaluation Panel	150711

Purpose of the role (job statement)

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

Responsibilities

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.