



JTMAT Multi Academy Trust
Clerical Assistant (Finance / Data) : Job Description

Job No.	Post Title	Proposed Grade	JE Pts	Date
J1567 C1116	Clerical Assistant (Finance / Data)	Grade 5	387-433 NJC	April 2008

STATEMENT OF PURPOSE:

Under the guidance of senior staff, to be responsible for undertaking administrative, financial, organisational processes within the school and to assist with the planning and development of support services.

SUPPORT TO PUPILS, PARENTS AND THE COMMUNITY

- Deal with complex reception/visitor etc. matters, answer incoming calls
- Provide advice and guidance to staff, pupils and others
- Basic first aid

SUPPORT GENERAL ADMINISTRATION:

- Undertake complex typing, word-processing and complex IT based tasks e.g. assisting in the preparation of minutes, reports and circulars
- Provide personal, administrative and organisational support to other staff, including but not exclusive to the Headteacher.
- Arrange attendance at training courses. Source and distribute relevant training information

SUPPORT FOR FINANCIAL ADMINISTRATION:

- Contribute to the planning, development and organisation of support service
- Undertake all the schools accounting systems:
 - Ordering, processing and payment of all goods and services.
 - Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
 - Operation and regular reconciliation of bank accounts, including debit card transactions.
 - Maintenance of assets register.
 - Preparation of invoices.
 - Collection of fees and other dues.
 - Managing school fund or similar budget.
 - End of year procedures.
 - Prepare for school auditors as required.
 - Operate uniform/snack/other “shops” within the school.

SUPPORT ORGANISATIONAL MANAGEMENT

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Operate relevant equipment/complex ICT packages
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE

SUPPORT TO SCHOOL:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation

PERSON SPECIFICATION – CLERICAL ASSISTANT (FINANCE / DATA)

ESSENTIAL CRITERIA	MEASURED BY
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems • Supervisory experience • Financial acumen 	AF/I
<p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> • NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline. • RSA 2/3 or equivalent qualification or experience in typing/wordprocessing 	AF
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills • Methodical with a good attention to detail 	AF/I
<p>BEHAVIOURAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I