



Valley Gardens Middle School

Job Description		
Role Title	Typically reports to	
Administrative Assistant Technical	H Tate, Admin Manager	
JE Code	Grade	Date of profile
AT1	5	November 2022
Purpose of the role (job statement)		
Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.		
Main Duties:-		
<ul style="list-style-type: none"> to undertake research and obtaining information to inform decisions responding to and answering queries to undertake the management of manual and computerised record / information systems, including the analysis, manipulation and production / presentation of reports handling and reconciliation of incoming and outgoing finances in accordance with financial regulations. providing timely budget reports, processing some monies in school in line with protocols and procedures etc. if needed undertake word and data processing and complex IT based tasks. <p>Specialist</p> <p>The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties</p> <ul style="list-style-type: none"> operate, demonstrate and deliver basic training on relevant ict software packages e.g. word processing packages, databases, spreadsheets, specialist software to assist with marketing and promotion activities complete and submit monitoring forms, returns etc, including those to external bodies. monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits to undertake activities in relation to technical administrative procedures e.g. planning and regulatory procedures, hr/staffing procedures, payroll, finance etc and provide advice and guidance on these to a range of service users Named first aider Manage medicines in school for pupils 		
Responsibilities:-		
<ul style="list-style-type: none"> 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 and support difference and ensure equal opportunities for all contribute to the overall ethos/work/aims of the school appreciate and support the role of other professionals attend and participate in relevant meetings, as required participate in training and other learning activities and performance development, as required 		



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- recognise own strengths and areas of expertise and use these to advise and support others

Person Specification – Administrative Technical 1 AT1

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• Full working knowledge of ICT and other specialist equipment/resources	E	A
	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	A I
	• Ability to relate well to children and adults	E	A I
	• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these	E	A I
	• Ability to self-evaluate learning needs and actively seek learning opportunities	E	A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role	D	A
Experience	• Experience of development, management and operation of administrative systems	D	A I
Disposition	• Good communication skills at all levels	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder Date / /

Signature of headteacher Date / /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.