


Job Description		
Title Admin – Grade 2		
Job Purpose The provision of varied clerical, administrative and financial support to the school.		
Key Responsibilities <ol style="list-style-type: none">1. To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making.2. To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication.3. To prepare and process orders resolving any routine issues that arises to ensure that stock levels are maintained. Ensure items procured are received in good order, that invoices are checked prior to being passed for authorisation.4. To maintain electronic and manual records including student and staff records.5. To undertake cash collection duties including the recording of all monies received and balanced, resolving any routine anomalies.6. To support the maintenance of inventories and returns to comply with statutory requirements.		
The post holder will perform any other duty or task that is appropriate for the role described.		

<i>Person Specification</i>
<i>Education and Knowledge</i> <ul style="list-style-type: none">1. A good standard of secondary education to GCSE level or equivalent.2. A good standard of literacy and numeracy.
<i>Experience</i> <ul style="list-style-type: none">1. Carrying out a range of clerical or administrative duties.2. Following well defined processes, practices or procedures.3. Carrying out tasks without close supervision.4. Working with IT systems including basic word processing and spreadsheet operation.5. Handling information in accordance with the Data Protection principles.6. Handling and processing cash, cheques, invoices or equivalent.