

## JOB DESCRIPTION

<b>Post Title:</b> Admin/Clerical Officer/Assistant (Level 3)	<b>Director/Service/Sector :</b>		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b> TCLT Central Team		JE ref: SG3 HRMS ref:
<b>Responsible to:</b> Finance Manager and Senior Trust Staff	<b>Date:</b>	<b>Manager Level:</b>	
<b>Responsible for:</b>			
<b>Job Purpose:</b> Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the Trust central team. Assist with the planning and development of support services.			
<b>Resources</b>	Staff	Supervision of a small number of staff including training	
	Finance	Handling cheques, invoices and small amounts of petty cash.	
	Physical	Office Equipment, Accuracy and Security of Databases	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
<b>Duties and key result areas:</b>			
<b>Administration</b>			
<ol style="list-style-type: none"> <li>1. Manage manual and computerised record and information systems e.g. PS Financials</li> <li>2. Analyse and evaluate information and produce reports and information as required</li> <li>3. Undertake typing and word processing and complex IT tasks e.g. handling specific Trust based record systems and databases</li> <li>4. Provide personal, administrative and organisational support to other staff</li> <li>5. Provide organisational support to the Trust</li> <li>6. Undertake the administration of complex procedures</li> <li>7. Complete and submit complex forms and returns</li> <li>8. Undertake the administration of payroll documents as appropriate</li> </ol>			
<b>Resources</b>			
<ol style="list-style-type: none"> <li>1. Operate relevant equipment and complex ICT packages</li> <li>2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required</li> <li>3. Provide advice and guidance to staff and others</li> <li>4. Undertake research and provide information to inform decisions, eg on purchasing</li> <li>5. Assist with procurement</li> <li>6. Assist with the marketing and promotion of the Trust, eg updating websites, preparing social media posts etc</li> <li>7. Manage the administration of facilities</li> </ol>			

8. Undertake complex financial administrative procedures, eg processing orders, invoices, dealing with suppliers and Trust schools
9. Assist with the planning, monitoring and evaluation of the Trust's budget
10. Manage expenditure within an agreed budget

**Organisation**

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise events etc
4. Supervise, train and develop staff as appropriate

**Responsibilities**

1. Comply with and assist with the development of policies and procedures relating to:
  - a. Child protection
  - b. Health and safety
  - c. Data protection
  - d. Confidentiality

Reporting all concerns to an appropriate person.

2. Support the school's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the schools
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:  
Working patterns:  
Working conditions:

None  
To be agreed  
Office based

Northumberland County Council

**PERSON SPECIFICATION**

<b>Post Title: Admin/Clerical Officer/Assistant (Level 3)</b>	<b>Director/Service/Sector: Children's Services</b>	Ref: SG3
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ 3 Qualification or experience in a relevant discipline e.g. administration, marketing, finance  Very good numeracy and literacy skills	NVQ 2 qualification in literacy or numeracy	(a), (t)
<b>Experience</b>		
Experience of developing and managing administrative systems, e.g. websites, social media, finance systems	Clerical/Financial /Administrative experience gained within a school or educational setting  Experience of managing staff  Experience of managing budgets	(a), (i)
<b>Skills and competencies</b>		
Effective use of ICT and other specialist equipment /resources  Good ICT and keyboard skills  Ability to work with children and adults  Ability to work as member of a team  Ability to self evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
<b>Physical, mental and emotional demands</b>		
N/A		
<b>Other</b>		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits