

THE
NEW GUILD
TRUST

Job Description

Job Title: Administration and Finance Assistant (Schools Generic)
Directorate: Children and Family Services
Grade: Level 3 (Gauge Ref: N68)

Job Purpose

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

Key Duties / 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. Deal with enquiries either by telephone or face-to-face and sign in visitors
5. First point of contact for sick pupils, liaise with parents / carers/staff
6. Assist with arrangements for school visits and events
7. Maintain stocks and supplies, selling and distributing as required
8. Undertake general financial administration such as processing orders, collecting monies and undertake basic reconciliation, such as for petty cash
9. Provide administrative support for meetings and take notes at meetings
10. Assist with the administration of school lettings and other uses of school.
11. Any other duties appropriate to the post.

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Person Specification

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Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
High level of Keyboarding Skills equivalent to RSAII or OCR Level 2 (Oxford and Cambridge and RSA (Royal Society of Arts) (35 wpm)	✓		
General clerical, administrative and financial work, as appropriate.	✓		✓
Working at or towards national occupational standards (NOS) in business and administration level 2 and knowledge / skills equivalent to current national qualifications level 2	✓		✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			