Job Description		
Title **Admin – Grade 2**	**School: Intake farm Primary School**	***Post Ref*** **Add Ref**
Job Purpose The provision of varied clerical, administrative and financial support to the school.		

Key Responsibilities	***Key Accountabilities***
1. Main point of contact for parents, visitor and pupil queries. 2. To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making 3. To be responsible for recording school meals, liaising with the school chef and ensuring the figures are accurate on a weekly basis with NCC Catering dept. 4. To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making 5. To carry out essential pupil attendance management. 6. 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 7. 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 8. To maintain electronic and manual records including student and staff records 9. To undertake cash collection duties including the recording of all monies received and balanced from both school meals and	

school trips, resolving any routine anomalies 10. To support the maintenance of inventories and returns to comply with statutory requirements 11. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 12. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school	
The post holder will perform any other duty or task that is appropriate for the role described.	

Person Specification	
Education and Knowledge 1. A good standard of secondary education to GCSE level or equivalent. 2. A good standard or literacy and numeracy.	***Personal skills and general competencies***
Experience 1. Carrying out a range 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.	