

Job Specification

Job Title: Senior Administrative Officer

Grade: G6

Job Evaluation Code: GS5546

Reporting to: Headteacher or Line Manager nominated by the Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle: Workplace based

Overall Purpose of the Post:

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course) Or Experience in relevant discipline	NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)
Knowledge	Very good Numeracy/ Literacy Skills Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation Very good ICT skills	
Experience	Experience of development, management and operation of administrative systems	
Physical Skills	Excellent keyboard skills in the use of computerised systems e.g. bulk data input	
Competencies and other skills required	Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities	

Key Outcomes/ Activities

Organisation

- Deal with complex reception/visitor etc. matters - answering telephone and face to face enquiries from parents, staff and visitors – Texting / emailing messages to parents through Groupcall etc.
- Contribute to the planning, development and organisation of support service systems/procedures/policies – Ensure Integris is kept up-to-date with year-end data assessment figures and the collation of pupil reports. Undertake the administration of the CTF file and the school central record under the guidance of the Trust Finance Manager.
- Organise school trips/events, residential, after-school clubs etc. - Administer room bookings for events, room set-up, teas and coffees. Arrange school trips and residential visits under the guidance of the Trust Finance Manager. Duties include the collection of monies, monitoring of payments, administration of trip paperwork and booking of transport. Ensure risk assessments are initiated by the appropriate person on Evolve and assist in ensuring the appropriate procedures have been followed.
- Supervise, train and develop staff as appropriate.

Administration

- Manage manual and computerised record/information systems - Maintain the Dolce system inputting starters / leavers, dinner lists, input school dinners etc. Undertake input of financial transactions where necessary (invoices, overtime etc) under the guidance of the Trust Finance Manager.
- Analyse and evaluate data/information and produce reports/information/data as required – under the direction / guidance of the Trust Finance Manager.
- Undertake typing and word-processing and complex IT based tasks – typing letters, notes, minutes and template contracts.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.
- Undertake administration of complex procedures – Booking of training courses and recording of CPD. Undertake the administration for health & safety care plans under the supervision of the SENCO. Undertake the administration of free school meal applications and admissions etc. Input daily pupil attendance on Integris and initiate first response to parents. Set-up and activate subscriptions for use in the school.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. D.C.S.F. – input school workforce census, autumn and spring census data under the guidance of the Trust Finance Manager.
- Undertake the administration of Payroll systems – under the guidance of the Trust Finance Manager.

Resources

- Operate relevant equipment/complex ICT packages - Inputting year-end data assessment figures on Integris. Maintain and collate pupil reports on Integris. Use PS Financials and Orovia Budgeting software as directed by the Trust Finance Manager.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required – processing orders of stationery etc.(once order has been authorised), monitoring of stocks, putting stock away. Includes milk ordering / monitoring.
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Assist in the collection, recording and banking of money in relation to school activities - collect, count and keep records for money received. Follow up debtors. Administer the petty cash system under the guidance of the Trust Finance Manager.
- Manage administration of facilities including use of school premises – Ensuring access to site and activities are properly controlled, monitored and health and safety procedures are followed under the guidance of the Headteacher.
- Undertake complex financial administration procedures – Assist the Trust Finance Manager in ensuring that income and expenditure is controlled, monitored and variances explained.
- Assist with the planning, monitoring and evaluation of budget - Work closely with the Trust Finance Manager to assist with producing regular revisions to budgets and forecasts so that predicted reserves figures are as accurate as possible.
- Manage expenditure within an agreed budget – Administer the purchasing process under the guidance of the Trust Finance Manager to ensure that expenditure is within an agreed budget, looking to make savings wherever possible.

Responsibilities

- Comply with and assist with the development of 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
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings

- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Other duties commensurate with the grade of the post as directed by the Headteacher.

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

Responsibility for Resources

Employees (Supervision):

Supervise staff as appropriate

Financial:

None

Physical:

Effective use of resources as determined by the Headteacher or nominated Manager.

Customers and Clients:

Providing general information, advice and guidance on established internal school procedures.

Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.

Working Conditions:

Mainly office based.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: December 2012