

Job Description

Job Title	Administrative Support Officer
Scale	Essex 2020 Scale 6 Point 12 £22,183
Hours	37 hours a week, 39 weeks per year
Reports to	Executive Headteacher, Headteacher
Liaison with	Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, Governors
Job Purpose	Undertake financial, personnel, premises and pupil related administrative work to ensure an efficient and effective administrative service for the school
Duties	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Maintain computerised financial records • Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc • Helping to ensure the school is following 'Best Value' procedures • To supervise the preparation of school monies and make appropriate arrangements for banking • Be responsible for issuing of invoices and collection of monies due to the school • Ensure preparation of orders, check full receipt following up any discrepancies • Undertake administrative tasks relating to licences held by the school • Ensure all financial administration is carried out in accordance with school financial regulations and policies • Be responsible for maintaining the school inventory
	<p><u>Premises</u></p> <ul style="list-style-type: none"> • Set up and maintain the Smartlog system liaising with Health and safety advisor where necessary. • Undertake weekly /monthly monitoring tests e.g. water temperatures. • Liaise with contractors regarding maintenance and obtaining quotes when necessary. • Prepare and assist with the Health and safety audit. • Maintain accident reports reporting to RIDDOR where necessary. • Liaise with hirers regarding lettings requirements
	<p><u>Personnel</u></p> <ul style="list-style-type: none"> • Liaise with Trust HR manager with regard to all personnel matters. • Maintain manual and computerised personnel records • Liaise with Trust central payroll with regard to all administration associated with payroll. Responsible for maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance. • Be responsible for all administration arising from staff absence • Maintain records of supply teacher employment. • Advise school staff on pay and other personnel related matters, taking advice as necessary

	<u>Administrative</u> <ul style="list-style-type: none"> • Be responsible for administration of school lettings, liaising with the hirer. • To receive visitors to the school completing safeguarding administration. • Act as confidential secretary to the Headteacher • Arrange for updating, publishing etc of school handbook, prospectus and other documents • Complete such returns as may be required by the LEA, DfES etc • Word-processing • Advise on and implement appropriate administrative systems/procedures • Take minutes
	<u>Supervision</u> <ul style="list-style-type: none"> • Supervise clerical/administrative operations and prioritise work • Undertake appropriate induction and training and give advice and support to other staff
	<u>Welfare</u> <ul style="list-style-type: none"> • Responsible for liaising with Parents of children who are hurt or unwell.
	<u>General</u> <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Name (print)

Date:.....

Signature

Headteacher:.....

Date:.....

PERSON SPECIFICATION

Administrative Officer at Margaretting primary School

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use Microsoft Office, including; Word, Excel. Power Point, Publisher & Outlook and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell

Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others