

Job title: School Administrative Officer – Level 3

Department: Schools

Single Status Grade: GLPC – D

Job Evaluation ID: JE1000003359

1 Job purpose: The post holder, under the guidance of senior staff, will be responsible for undertaking administrative, financial, organisational processes within the school. They assist with the planning and development of support services.

The post holder will be expected to use the Council's standard computer hardware and software packages where appropriate.

2 Principal duties and responsibilities:

Finance

1. Operating the school's financial system and procedures in accordance with statutory guidelines, financial guidelines, school and Education Department Policy and practice.
2. Assisting with maintaining the school budgetary allocation and providing financial information as directed by the Head Teacher and other members of the Senior Management Team.
3. Responsibility for timely processing of invoices and the provision of related information to members of the School Management Team.
4. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
5. Manage general financial administration e.g.
 - Processing of orders/requisitions and invoices
 - Collection, recording, reconciling and banking of monies from pupils and parents.
 - Sale of goods within school.
 - Balancing of school monies and provision of statistical information.
 - Maintenance of the Petty Cash Account, including postage.
 - Processing School Fund income as necessary on a daily basis.
6. Assist in the management of lettings administration.

School Administration

7. Responsibility for ensuring that a reception/ switchboard service is in operation and deal with complex reception matters.
8. First point of contact with general enquiries from parents, carers, students, teaching staff and colleagues from other agencies.
9. Operate and maintain relevant equipment and complex ICT software packages.
10. Oversee the collation and maintenance of pupil/school details both manual and computerised, including responsibility for analysis and evaluation of data/information and production of reports as requested.
11. Provide personal/administrative and organisational support to other staff in school and the governing body.
12. Assist with LEA returns and reconciling queries.
13. Ensuring security and maintenance of school's computerised office systems, including, computer backup and virus checks.
14. Responsibility for the administration and liaison with staff/pupils/parents for the organisation of school visits, and extra curricular activities.
15. Attendance Co-ordinator, dealing with pupil attendance issues, liaison with parents and subsequent referrals to EWO.
16. Providing general clerical support including reprographics, filing and maintenance of pupil record cards as and when required.
17. Ensure the completion of statistical information as required by the LEA, DFEE, including School Census and School Prospectus Analysis on a termly basis.

Personnel Administration

18. Train and develop support staff, as appropriate.
19. Administration and arrangements of supply cover for absent staff, under the direction of Senior Staff.

General

20. Administration of work experience.
21. Liaison with the School Health Service/pupils/staff or parents in relation to pupil welfare.
22. Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/ grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

6 Post holder's immediate supervisor:

Prepared by/author: Single Status Team

Date: 4 September 2013

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Person specification



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City Council**

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
		✓	✓	✓	✓	✓
Experience	<p>General office or similar experience</p> <p>Experience of working in financial / cash handling role</p>					
Skills	<p>Ability to carry out both routine and more difficult financial calculations e.g. adding up a balance sheet and paying invoices etc.</p> <p>Ability to requisition goods and pay invoices and oversee this process.</p> <p>Ability to interpret data / information and present this to senior staff in an appropriate, understandable fashion.</p> <p>Good literacy / numeracy skills.</p> <p>Accuracy</p> <p>Record-keeping</p> <p>Ability to relate to all sections of the community; both adults and children.</p> <p>Good keyboard / computer skills.</p> <p>Ability to work as part of a team.</p>					

<p>Knowledge</p>	<p>Knowledge of software packages used for:</p> <ul style="list-style-type: none"> • Word processing e.g. Word • Spreadsheets e.g. Excel • Databases e.g. Access • Email & Internet e.g. Outlook & Internet Explorer <p>Appropriate procedures for computer system and data security e.g. system backup, virus checks etc.</p>					
<p>Work to promote mutual respect and good relations</p>	<p>Awareness, understanding and commitment to the pursuit of equality of opportunity, anti-racism and in terms of service delivery and employment practice.</p> <p>Awareness of the needs of schools in a multi-cultural environment.</p> <p>Commitment to the school's equal opportunity policies.</p>					
<p>Work Related Circumstances</p>	<p>Comply with and assist with the development of policies and procedures relating to finance and financial regulations, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of and support difference and ensure equal opportunities for all.</p> <p>Contribute to the overall ethos / work / aims of the school.</p> <p>Attend and participate in relevant meetings as appropriate.</p> <p>Establish constructive relationships and communicate with other agencies / professionals.</p> <p>Participate in training and other learning activities and performance development as required.</p> <p>Be willing to undertake further training as necessary, in order to enhance service delivery.</p> <p>Willingness to comply with the City Council's no smoking policy.</p>					

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence