



JOB DESCRIPTION

Job title: Administration and Organisation	Salary range: BR6 (17-21)
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Job Purpose
Responsible for undertaking administrative and financial, organisational processes within the school. Assist with the planning, development of support services.

Main duties and responsibilities
<p><u>Organisation</u></p> <ul style="list-style-type: none"> • Contribute to the planning, development and organisation of support systems/procedures/policies. • Liaise between managers/teaching staff and support staff. • Assist with recruitment, training and development of other support staff. • Deal with reception/visitor matters. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Assist in the development and maintenance of record/information systems. • Assist in the analysis and evaluation of data and produce reports/information as required. • Produce and respond to correspondence. • Undertake administration of complex procedure. • Provide organisational and advisory personal support to other staff. • Assist in the administration of payroll submissions with the guidance of line manager. • Assist in the completion and submission of forms, returns, etc., including those of outside agencies e.g. DfE. • Manage the administration of school Single Central Register. <p><u>Resources</u></p> <ul style="list-style-type: none"> • Undertake research and obtain information to inform decisions. • Assist in the upkeep of HR & Payroll school staff files including the completion and submission of forms to HR and Payroll. • Be responsible for school stocks. Manage expenditure and stock ordering within the agreed budget with the guidance of line manager. Undertaking audit/stock takings as required. • Assist in the administration of Payroll systems as far as providing staff data to HR/Payroll and processing overtime forms into Payroll system. • Assist in the booking of school staff training.

- Responsible for school website and Newsletters.

Responsibilities

- Be aware and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others
- 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.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Contacts and Relationships (customer focus, both internal and external)

Provide to customer/clients the specified standard and level of service that is expected, noting and passing any shortfalls or potential improvements.

Management and Leadership (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the school's performance appraisal/performance related pay/performance development scheme in order to develop and enhance personal and service performance.

Equalities

Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

PERSON SPECIFICATION

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Knowledge, Skills and Abilities

- Effective use of specialist ICT packages and other specialist equipment/resources including Office Suite.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Ability to organise and motivate other staff.
- Ability to assist in the planning and development of systems.
- 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.

Experience

- Two years' experience working in office environment.

Qualifications

- GCSE Maths and English Grade C or 4 and above

Special Conditions

- A satisfactory disclosure and barring check (DBS) is required.