

Post title:	Administrative Officer
Grade:	F
Responsible to:	Headteacher
Staff managed:	Administrative staff
Directorate:	Children and Young People's Service
School name:	Wheatcroft
Job family:	C&A - Customer & Administration
Date of issue:	July 2025

Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics and reception service, where excellent organisational skills are essential.
- Enhanced DBS clearance required

Job Purpose:

To provide an effective administrative service to the Headteacher and the School. The post holder will have some or a significant amount of responsibility for the supervision of employees.

Operational Issues:

- Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
- Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.
- Deal with maintenance requests and oversee contractors where appropriate.
- Supporting role in health and safety management, ensuring effective risk management, with delegated responsibility for premises decisions.
- Be responsible for confidential information e.g. policies, staff, pupils and parents records.
- Produce documents for the school e.g. Newsletters, brochures.
- Minute taking at meetings as required

	<ul style="list-style-type: none"> • Assist or supervise the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology. • Be responsible for matters relating to the pay and conditions of all staff, in liaison with central offices of the LA. • Manage the day-to-day activities of the office and staff including the induction, training and performance management of staff. • Keep up to date with new initiatives and provide guidance to other staff as appropriate. • Organise school trips, room bookings for meetings and arrange supply cover for teaching absences. • Analyse data and produce reports for Governors Committees.
Communication:	<ul style="list-style-type: none"> • Communicate effectively with other staff, Visitors, Governors, contractors, pupils and their families/carers. • Ensure the smooth running on an efficient reception service, greeting visitors, advising parents and taking messages for other members of staff.
People/Resource Management:	<ul style="list-style-type: none"> • Process orders for stationary, equipment etc. • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Manage the day-to-day finances of the school. • Be responsible for the Induction, training, allocation and checking of work.
Safeguarding:	<ul style="list-style-type: none"> • Adhere to data protection legislation • Understand that different confidentiality procedures may apply in different contexts. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Have an awareness and basic knowledge where appropriate of the most recent legislation
Systems and Information:	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Equalities:	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.

Person Specification:

Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none">• Significant experience in public or private sector administration• Experience of operating administrative systems, including Microsoft Office• In depth knowledge of admin and office systems• Knowledge of health & safety regulations• Knowledge of school procedures	<ul style="list-style-type: none">• Supervisory experience
Occupational Skills <ul style="list-style-type: none">• Good ICT skills and ability to use the keyboard with speed, accuracy and precision• High level of literacy and numeracy skills.• Excellent written and verbal communication skills• Analytical and statistical skills• Problem solving skills• Ability to use the keyboard with speed and precision• Report writing skills	
Behaviours <ul style="list-style-type: none">• link	
Qualifications <ul style="list-style-type: none">• Level 3 qualification in business / administration or equivalent to evidence in depth knowledge of administrative processes	<ul style="list-style-type: none">• Level 2 Word Processing qualification or equivalent.• Appropriate first aid training (dependant on the school's needs – insert as appropriate)
Personal Qualities <ul style="list-style-type: none">• Attention to detail, neatness and accuracy• Organisational skills• Ability to work successfully in a team• Confidentiality• Ability to work to deadlines and prioritise own workload, as well as work of others	
Other Requirements <ul style="list-style-type: none">• To be committed to the school's policy and ethos.• To be committed to continual professional development.• Motivation to work with children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Enhanced DBS clearance required	

Equal Opportunities

- To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.