

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH004	Grade H
<b>Job Title :</b>	Administrative Officer - Primary (Supervisory)	
<b>Main Job Purpose :</b>	To manage the school office to ensure efficient administrative support is provided to Head Teacher, other school staff, parents and pupils. To support the Head Teacher and Governors in maintaining financial control.	

#### Main Duties :

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1.	Organise and manage pupil registers and records, both paper and computer based. Prepare reports and interrogate information.
2.	Organise and manage financial administration, both paper and computer based. Verify and process receipts and payments, reconcile bank accounts, prepare VAT returns, handle cash. Develop systems to improve processes.
3.	Prepare annual budget in consultation with Head Teacher and Governors. Monitor budgets and interrogate discrepancies. Develop systems to improve processes.
4.	Prepare statistical information in respect of financial management and pupil administration for use internally and externally. Input and produce reports in respect of assessment of pupils. Develop systems
5.	Maintain personnel records. Administer recruitment and leavers. Prepare payroll data. Interrogate discrepancies. Develop systems to improve procedures.
6.	Administer employment of supply teachers, including booking and payment.
7.	Organise administration regarding pupil needs. Arrange meetings with Health professionals, organise and administer music tuition and provision of milk and fruit.

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<b>8.</b>	Organise administrative support to other school staff including arranging school trips, drafting letters, contacts with third parties, insurance and payments. Administer and maintain records re staff development courses. Complete online risk assessments.
<b>9.</b>	Organise routine maintenance and lettings of premises. Obtain necessary licences. Correspond with County Hall and Governors in respect of capital projects
<b>10.</b>	Supervise staff, e.g. Clerical Assistants and MDSAs or other support staff. Report to Head Teacher re training and recruitment or other personnel issues.

<b>Supervision and Management</b>
The job holder undertakes first line supervision for up to five staff.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The job holder works within a general framework of recognised procedures, but develops systems to improve processes in respect of all duties and regularly drafts correspondence for signature by Head Teacher, teachers or self.

<b>Key Contacts And Relationships</b>
<p>Examples of typical contacts for the jobholder</p> <ul style="list-style-type: none"> <li>• Head Teacher - line management</li> <li>• Teachers - pupil information</li> <li>• Caretaker - premises maintenance</li> <li>• Wiltshire County Council -financial admin, health and safety, LEA returns</li> <li>• Suppliers - organising supplies payments</li> <li>• Parents - admission enquiries, pupil welfare</li> <li>• Health Professionals - health screening</li> <li>• Contractors - maintenance</li> </ul>

<b>Decision Making</b>
There are clearly defined rules and procedures but within these there are choices e.g. the job holder recommends courses of actions in respect of maintenance works.

## **Resources**

The jobholder is responsible for handling incoming cash but this is not one of the major responsibilities of the job.

## **Working Environment**

The job is normally subject to interruption, e.g. from visitors or telephone callers, pupils and staff and occasionally this leads to the jobholder switching to a different programme of tasks.

There is occasional background noise from pupils.

The jobholder has contact with the general public and this may be on contentious matters.

## **Knowledge and Skills**

The jobholder needs the ability to undertake a variety of advanced tasks relating to administrative support and financial control for a school.

This requires a detailed level of knowledge and skills in budget preparation and control and the development of office processes.