

Post title:	Administrative Officer
Grade:	F
Responsible to:	Senior Admin Officer / Headteacher/ Business Manager
Staff managed:	Administrative staff
Directorate:	Children and Young People's Service
School name:	
Job family:	C&A - Customer & Administration
Date of issue:	August 2023

Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring 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 and/or large sums of money or for considerable expenditures.

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.
- 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
- 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.

	<ul style="list-style-type: none"> • 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"> • Monitors the school budget & contributes to setting the budget as appropriate • Input income and expenditure information. • Reconcile ORACLE statement and checking queries. • Process orders and payments 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

- Significant experience in public or private sector finance and 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

- Supervisory experience

Occupational Skills

- 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
- Budget management skills
- Analytical and statistical skills
- Problem solving skills
- Ability to use the keyboard with speed and precision
- Report writing skills

Behaviours

- [link](#)

Qualifications

- Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative & financial processes

- Level 2 Word Processing qualification or equivalent.
- Appropriate first aid training (dependant on the school's needs – insert as appropriate)

Personal Qualities

- 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

- 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.