

**CALDECOTT PRIMARY SCHOOL**  
**Job Description & Person Specification**

*Happy Learners, Aiming High*

**Caldecott Primary School is committed to safeguarding  
and promoting the welfare of children.**

**Job Title:** Senior Admin Officer  
**Salary Scale:** Grade 9  
**School:** Caldecott Primary School  
**Responsible to:** Headteacher  
**Contract:** 20 hours per week, term time only

## **TASKS**

### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate:
- Manage support staff
- Hold regular team meetings with managed staff
- Undertake induction/appraisal/training/mentoring as appropriate to role
- Attend meetings of the Governing Body where needed

### **Administration**

- Take lead role in the development and maintenance of relevant record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff and the governing body
- Manage complex administrative procedures

### **Resources**

- Be responsible for the selection and management of resources, including management of the premises budget and regular audit of resources
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Health & Safety management

### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference 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
- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

### **Other Duties**

- Oversee the childcare provision including Breakfast Club and After School Club

### **Experience**

- Several years' experience working in a senior administrative role.

### **Qualifications/Training**

- Excellent numeracy/literacy skills

### **Knowledge/Skills**

- Effective use of ICT packages
- Use of specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to organise, lead and motivate other staff
- Ability to plan and development 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

### **Safeguarding Requirements (applies to all employees):**

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).

### **Health and Safety Requirements (applies to all employees):**

- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies, including taking responsibility for raising concerns with an appropriate manager.
- Co-operate with health and safety requirements, report all defects on the maintenance forms and return them to the office, complete the action risk assessments for all potentially hazardous on/off site activities, use, but not misuse things provided for your health, safety and welfare, do not undertake unsafe acts, inform employer of any "Near-Misses" and be familiar with the emergency action.

- *To undertake any other duties, not already specified, which the Headteacher may reasonably require.*

## Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	Good standard of education – 5 GCSEs or equivalent Computer literate (word, excel)	Office management experience	Copies of qualification certificates
<b>Training</b>	Evidence of continuing professional development		Application form  Interview
<b>Experience</b>	Previous administration experience  Ability to deal with general administration in a neat and organized manner.  Excellent customer service skills  Managing the premises budget, procurement and fixed assets  Managing change projects  Managing Health & Safety	Previous experience of line managing other members of staff	Application form  Interview
<b>Knowledge and Skills</b>	Able to deliver services and system applicable for effective school management  Able to deliver value for money initiatives  Able to understand national and regional educational services and deliver appropriate strategies  Able to lead teams and individuals  Able to strategically influence decision making within the school  Able to use a range of ICT packages  Ability to work effectively and respond well under pressure  Excellent communication skills including verbally, in writing, face-to-face and over the telephone.  Ability to face and deal with difficult situations and personnel.  Understanding of data protection and	Understanding of educational enterprise issues  Understanding of promoting positive relationships with the wider school community	Application form  Interview

	<p>confidentiality</p> <p>Good keyboard skills for accurate computer input and retrieval.</p> <p>Ability to work in a discreet and sensitive manner and withhold the highest level of confidentiality.</p> <p>Ability to use initiative and apply sound decision making skills whilst understanding that some matters need to be referred to others.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Ability to work under pressure and meet deadlines</p> <p>Absolute sense of accountability and a commitment to transparency</p>		
<p><b>Personal Characteristics</b></p>	<p>Highly developed interpersonal skills including influencing skills</p> <p>Ability and willingness to work collaboratively and supportively within the school team and wider community</p> <p>Enthusiasm and confidence at working with a wide range of people</p> <p>Courteous, calm and efficient telephone manner</p> <p>Builds effective and professional working relationships with staff, parents, governors and the wider community</p> <p>Self-motivated with the ability to work with minimal supervision</p> <p>Willingness to participate in further training and development opportunities offered by the school</p> <p>Flexible, cooperative and supportive team player</p> <p>Friendly, welcoming and approachable disposition.</p>		<p>Application</p> <p>Interview</p>