

## Job Description for Senior Admin Officer

### Job Description

<b>Position</b>	<b>Senior Admin Officer (Maternity Cover)</b>
<b>School</b>	<b>Pooles Park</b>
<b>Grade</b>	<b>Scale S01, spine points 23 to 25</b>
<b>Hours</b>	<b>35 hpw</b>
<b>Responsible to</b>	<b>SBM</b>
<b>Responsible for</b>	<b>Attendance Officer/Receptionist</b>

### PURPOSE OF THE POST

To manage the School's admin office and provide an efficient and confidential administrative service to the SLT, ensuring efficient administrative and financial systems are established and maintained.

### MAIN DUTIES

#### Administrative

1. Set up and maintain efficient office systems within the school's admin office, including manual and computerized information retrieval systems.
2. Draft and type correspondence, reports and other documents for the SLT.
3. Deal diplomatically with telephone enquiries and visitors to the school and/or for the Headteacher.
4. Effective management and co-ordination of the School and the SLT's diaries.
5. Photocopy, distribute and filing of documents as appropriate.
6. Copy typing documents for Headteacher and teachers.
7. Take notes of meetings in staff meetings and when Headteacher meets parents, type up notes and distribute to relevant people.
8. Identify information in school prospectus that is out of date, get approval from Headteacher for proposed changes and get changes printed.
9. Order stationery supplies for school by completing order forms and send to supplier, receive stationery and distribute.

10. Administer work experience by ensuring forms are completed for work experience, write to work experience person and meet and greet work experience person on their first day.
11. Administer examinations by ensuring right number of exam papers are available and prepare a list of pupils taking each exam.
12. Administer teacher cover by checking teacher absences on each school day and organise supply cover as appropriate and keep records of supply and cost.
13. Administer school's admissions procedures for the nursery/school, by giving advice to parents and members of the public on admission criteria, collate applications for admission and monitor criteria being applied consistently. Also communicate with parents regarding the decision of the Headteacher.
14. Administer procedures relating to pupils transferring or leaving the school.

#### **Pupil Data:**

15. Keep record of pupil absences, write to parents of the pupils about the absences and complete pupil absence forms for DFE.
16. Keep record of pupil exclusions and reasons and provide information to the relevant department at the LA.
17. Liaise with parents about return of pupils from exclusion.
18. Be responsible for all statutory data returns such as collection returns PLASC, roll figures, absence returns and ensure statutory forms completed and returned by deadline.
19. Enter pupil data on joiners and leavers on system.
20. Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e. FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.

#### **Finance and Procurement:**

21. To manage the compilation and maintenance of the school equipment inventory.
22. Working within the authorisation process, to prepare financial data, statistics and income for banking, including School Fund, School Journey and charity collections.
23. Working with in the authorisation process, to collate invoices and other debts. To input payments and receipts into the school's finance system and prepare payments by BACS or cheque.

24. To assist the SBM and the LA with the preparation and submission of finance reports as required.

#### **HR:**

25. In conjunction with the Headteacher to manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out.
26. Participate on interview panels and to coordinate induction for new staff, as required.
27. Manage, set objectives and carry out appraisals for administrative assistant and other relevant support staff.
28. Fill in pay forms for salary information – starter / leaver and variation, process salary information and send to Personnel and keep a copy of form on personal file.
29. Check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
30. Liaise with relevant agencies/bodies such as TPA on pay and other pay related matters.
31. Instigate sickness management, by monitoring sick leave, identify sick management issues and raise with the Headteacher.
32. Maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
33. Maintain the school's Single Central Record, ensuring it is up to date at all times.

#### **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

## **PERFORMANCE STANDARDS**

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

## Person Specification

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### Education and experience

- E1. Two years administrative experience at a senior level.
- E2. Ability to acquire a working knowledge of the schools accounting procedures and the ability to complete basic statistical returns.

### Skills, knowledge and abilities

- E3. Ability to carry out general office skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.
- E4. Ability to take minutes of meetings.
- E5. Ability to communicate effectively in writing, on the telephone and face to face including:
  - draft correspondence independently;
  - write and communicate verbally clearly and concisely.
- E6. Ability to build and maintain an effective working relationship with a wide variety of people.
- E7. Ability to monitor budgets and record expenditure.
- E8. Diplomatic approach in dealing with difficult situations.
- E9. Cultural awareness and sensibility.
- E10. Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
- E11. Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.
- E12. Ability to maintain strict confidentiality in all matters.

- E13. Ability to use computer systems to an advanced level, including Excel.
- E14. Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School.
- E15. Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.
- E16. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E17. A commitment to deliver services with the framework of the school's equal opportunities policy.
- E18. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.