

# SENIOR ADMINISTRATIVE OFFICER

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## Information Pack

### Salary:

- £32,418 - £33,510 (FTE)
- £30,299 to £33,187 (Actual)

Application Closing: 9th October 2023



## Contents

- What we can offer - Page 1
- Who we are looking for - Page 2
- Additional Information - Page 3
- How to apply - Page 4
- Job Description - Pages 5-6
- Person Specification - Page 7
- Contact Details - Page 8



## What we can offer:

- Training, development and support in this role.
- An ambitious, exciting place to work.
- A genuine opportunity to make a difference.
- A great team of staff and a three school community who deserve the very best.

## Who we are looking for:

### In particular we are looking for someone who:

- Is flexible and has a desire to work under the direction of the School Manager and alongside the school's office team in ensuring a cohesive and skilled administration and finance service.
- Can demonstrate skills and abilities in leading a team.
- Can deliver efficient administration and possess excellent communication skills.
- Is flexible, well organised, good with time management and a team player.
- Is willing to learn and develop through work related training.
- Is enthusiastic and motivated candidates with excellent interpersonal skills.
- Has previous school experience.



## Additional Information

The successful candidate for this role will be based at Orchard Primary School.

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please contact Ms Justina Browne via email on [communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)

**We look forward to receiving your application!**



# Deadline: 9th October 2023





## Job description & person specification

Read the job description and person specification carefully

01



## Application Form

Complete the application form either electronically or print it off and hand write it

02



## Supporting Statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



## Education and Employment History

Please make sure that your application form outlines your education and employment history

04



## Send Application Form

Send your completed application via email or post to:

- Email

[communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)

- Post

Communications Manager  
Southwold Primary School  
Detmold Road  
London  
E5 9NL

05

## Job Description

**Job title:**

Senior Administrative Officer

**Reporting to:**

Headteacher/School Manager

**Salary:**

Scale 6. (Point 18 - 20)

**Salary Range:**

- £32,418 - £33,510 (FTE) / £30,299 to £33,187 (Actual)

**Hours of work:**

36 Hours per Week, 42 weeks per annum

**Purpose of the Post:**

To co-ordinate all administrative functions in order to assist in the smooth running of the school and to maintain accurate records and appropriate systems in regards to delegated administrative duties.

**Main Duties & Responsibilities:**

- Co-ordinate and supervise the work of office staff and ensure the school office is organised efficiently.
- Liaise with the Headteacher/School Manager relating to work to be undertaken by the office.
- Assist with monitoring the induction of any new member of the office staff.
- Deputise for the School Manager in relation to the above duties, in their absence.
- Maintain the school's database of pupil attendance records, with responsibility for keeping accurate records of all pupil absences including holiday requests and liaising with the Education Welfare Officer if necessary.
- To provide statistics for the Hackney Education as required and other official returns e.g: termly school census, rolls and attendance, language and fluency etc.
- Organise the administration of new admissions and assist the Deputy Headteacher in arranging parental interviews and appeals.
- Draft and produce correspondence as directed including general word processing.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of school dinners.
- Maintain the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate.
- Provide assistance with other information databases during the busiest times of the year.
- Be responsible for keeping accurate records of absences and holiday entitlements for office staff.
- Assist teachers and senior leaders in all aspects of their role, including contacting parents and pupils where necessary liaising on outcomes.
- Attend meetings on issues as and when required.
- In liaison with the School Manager, maintain a confidential filing system.
- To oversee and co-ordinate suitable hospitality for visitors/parents events as needed.
- Monitor medication for children. Keep up to date medical records for teachers, school nurse and other outside agencies if applicable.
- Be responsible for accounting procedures in the school in regards to school journey accounts, school accounts and banking of dinner monies.
- Keep a record of expenditures and process payments.
- Keep records of raising activities and general school income.

## Job Description continued

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This is a job description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **General Requirements:**

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practise.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

## Person Specification

Qualifications	Essential	Desirable
NVQ level 3 or equivalent qualification or experience.	✓	
Experience	Essential	Desirable
Experience of administration work.	✓	
Handling of cash.	✓	
Experience of using information technology in terms of using a computer, basic admin software (MS Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	
Experience of school based systems.	✓	
Knowledge	Essential	Desirable
Knowledge of operating a variety of office equipment such as fax and franking machine.	✓	
To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
To have an understanding and commitment to the school's vision and policies.	✓	
Knowledge of Data Protection Legislation.	✓	
Skills	Essential	Desirable
Good ICT skills; working knowledge of MS Windows applications including Word and Excel, ability to access web based information.	✓	
Excellent word processing and keyboard skills.	✓	
Excellent organisational skills.	✓	
Ability to administer and maintain financial systems and monitor and present budgetary information.	✓	
Good interpersonal, organisational and communication skills.	✓	
Ability to communicate effectively both orally and in writing with staff at all levels and outside agencies.	✓	
Ability to share work and to work as part of a team.	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	



## Contact Details



### Email:

[communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)



### Post

Communications Manager  
Southwold Primary School  
Detmold Road  
London  
E5 9NL



**Southwold**  
Primary School

Southwold Primary School  
Detmold Road  
London  
E5 9NL



**Orchard**  
Primary School

Orchard Primary School  
Holcroft Road  
London  
E9 7BB



**Hoxton Garden**  
Primary School

Hoxton Garden Primary School  
Ivy Street  
London  
N1 5JD



[southwold.hackney.sch.uk](http://southwold.hackney.sch.uk)



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