

**WARWICKSHIRE COUNTY COUNCIL**

**PAY AND CONDITIONS REVIEW PROJECT – PHASE 2**

**ROLE DESCRIPTORS FOR POSTS IN SCHOOLS**

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE: SENIOR ADMINISTRATIVE OFFICER / SENIOR ADMINISTRATOR – SCHOOLS (mainly in primary/early years)**

**JEID REF: S0001**

**POST LEVEL: Band G**

**BROAD DESCRIPTION:**

Responsible to Executive Headteacher and Head of School for organising and providing effective whole school administration, management information systems and for the provision of a comprehensive administrative service for the Heads, SLT and Governors. Assists SLT in forward planning and the school's development. Contribute to establishing and maintaining a culture of safeguarding children. Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**Responsibility for people (other than employees supervised/managed):** The post has some direct impact on the well-being of individuals or groups (ie physical, mental, social, health and safety), through contributing to the smooth running of office procedures and activities.

**Responsibility for budget:** The post has some responsibility for the financial administration of the school's budget (and may manage a specific aspect of it).

**Responsibility for physical resources:** The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

**TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:**

**Planning and development:**

Supports SLT in forward planning and development of the school  
Assist in the development and maintenance of school policies and procedures.

**Office/Admin:**

Manage the office routines and systems, instituting changes as necessary.  
Deal with detailed and specific parental queries and provide advice and guidance to staff, pupils and others.  
Manage complex administrative procedures and queries/enquiries

**Finance:**

Manage all financial administration procedures.  
Prepare costings in order that decisions can be made. Prepare, in liaison with the Executive Headteacher, Head of School and WES Finance, the final school budget. Institute and control systems for recording, committing and settling invoices and all expenditure relating to the school and for receiving and recording income.  
Prepare accounts for Governors, WCC Audit or external auditors. Devise, implement and control all school monetary accounts.

**Management information:**

Develop, manage and maintain record/ information systems  
Manage all data collection and reporting - to Executive Headteacher, Head of School, Governors, LA, DCSF etc.

**Premises:**

Keep an up to date record of maintenance work carried out at the school.  
Liaise with caretaking staff re general maintenance & oversee work.  
Manage administration of school facilities, including lettings and publicity to maximise income.  
Liaise with caretaking staff regarding security and maintenance of premises.  
Complete all necessary paperwork in connection with the repair and maintenance of the school premises.  
Administer school licences and insurance

**Stock:**

Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements.  
Manage ordering systems including tendering arrangements as necessary.

**Personnel:**

Handle personnel admin processes related to the appointment of all staff and liaise with the LA over staffing matters of an administrative nature.  
Manage the Personnel MIS (e.g. SIMS), produce reports and analyses as requested.  
Arrange training for appropriate staff.

**General:**

Assist with the promotion of the school and in securing funding/sponsorship.

Administer service contracts

Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate

Arrange medicals, rubella vaccinations, school dentist, etc.

Participate in training, learning and development activities.

Participate in training, learning and development activities. Attend and participate in meetings as required.

**QUALIFICATIONS, TRAINING AND LIKELY ABILITIES**

NVQ level 3 (or equivalent qualification) or evidence of equivalent knowledge and experience in a relevant discipline

Minimum GCSE (or equivalent) English and Maths and grade A-C

Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill

Knowledge of specialist ICT packages, eg finance and SIMS

Experience of office administration

Experience of working in a school environment

Supervisory experience

Financial administration experience

Good communication skills, oral and written

Excellent organisational skills

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

Be aware of and comply with school policies and procedures ( e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders),

Can maintain confidentiality at all times

