

JOB EVALUATION CODE: 5990**CORNWALL COUNCIL****School Based****JOB DESCRIPTION****Job Title:** Senior Office Supervisor**Grade:** 2**Responsible To:** Headteacher**Direct Supervisory Responsibility:** Secretarial/Admin & Clerical staff**Indirect Supervisory Responsibility:** None**Important Functional Relationships:** Internal: Headteacher, office (finance) staff, school management team, teaching and non-teaching staff, pupils.External: LA officers/representatives, Cornwall Council Departments, other Schools and Colleges, Suppliers of goods and services, parents, Governors, visitors to the School.**Main Purpose of Job:**

To be responsible for the provision of efficient and professional (financial), administrative and clerical support to the School.

Main Duties and Responsibilities

1. To welcome visitors, ensuring signing in procedures are followed, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
2. To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3. To field all routine office queries, and pass on problems to the appropriate person where necessary so as to ensure problems are resolved promptly and successfully.
4. To arrange for all incoming and outgoing mail to be promptly and efficiently sorted distributed and administered.
5. To supervise and manage the office staffing team, ensuring appropriate delegation and prioritisation of work and high standards of work are maintained. To participate in the recruitment, appointment and induction of new clerical staff in accordance with the needs of the school.
6. To manage office team communications, ensuring that all office staff remain up-to-date and aware of the changing administrative and clerical requirements of the School.

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7. To ensure that all data on SIMS and other school records and files remain up-to-date and all information retained meets the Data Protection legislative requirements. To ensure back-up systems for all electronic data and information systems are maintained.
8. To undertake associated recruitment and personnel administration, including completion of staffing forms, monthly payroll reconciliation, liaising with Education Personnel as appropriate and maintaining staff files, ensuring confidentiality with regard to such records.
9. To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
10. To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LEA and/ or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
11. To field pay queries, liaise with the Council's Payroll Department and provide prompt resolutions to any pay errors or queries.
12. To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits.
13. To organise all arrangements for meetings as required.
14. To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.
15. To be responsible for office organisation including stock control of office stationery and consumables. To place stationery orders as necessary so as to ensure stationery stocks are replenished as necessary and in accordance with the agreed levels. To certify accounts for payment.
16. To ensure the appropriate administrative procedures are adhered to with regard to the ordering, receipt and distribution of school stocks and consumables.
17. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
18. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
19. To be responsible for your own continuing self-development, undertaking training is appropriate.
20. To undertake other duties appropriate to the grading of the post as required.

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21. To arrange for supply teaching cover in accordance with the School's needs, including the necessary arrangements for employment checks, wages and maintaining the necessary records.
22. To act as a school cheque signatory and to undertake the associated signatory responsibilities, to liaise with the Bursar and school accounting technicians in relation to signatory responsibilities.
23. To liaise with the School's Examination Officer to ensure all aspects of examination administration is undertaken appropriately by the office team.

Financial Responsibilities

1. To be responsible for the administration and accounting of all monies received by the School including private school funds and other non-public fund-raising. To ensure all monies are banked appropriately and recorded on school accounting systems.
2. To be responsible for the maintenance and operation of the School's manual and electronic accounting systems including order processing, accounts payable and receivable, bank reconciliations, VAT reports, petty cash, bank processing and report generation, working in close liaison with the Accounting Technician and School Bursar.
3. To implement and operate a proper system of budgetary control and monitoring including the production of financial statements as requested, and to manage queries regarding school and departmental budgets.
4. To maintain accurate and up-to-date budget information in order to answer queries promptly.
5. To instigate developments in financial procedures, policies and working practices as directed by the School Bursar in order to comply with financial regulations.

JOB EVALUATION CODE: 5990**PERSON SPECIFICATION****Job Title:** Senior School Secretary/Office Supervisor**Department:** School based**Person specification prepared by:** Cornwall Council**Date:** April 2003

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|--|--|--|
| <u>Relevant Experience</u> | <p>Good standard of practical knowledge, skills and experience of secretarial work, to include finance and accounting work, supervisory duties and those associated with running an office.</p> <p>Practical experience of word processing, e-mail & other office electronic applications.</p> | <p>Good standard of practical knowledge, skills and experience of working within a school/college environment.</p> <p>Experience of SIMS and school/college financial accounting systems.</p> | <p>Application form.</p> <p>Interview.</p> |
| <u>Education & Training</u> | <p>Attainment of 'A' level qualifications or equivalent.</p> <p>Attainment of GCSE qualifications in Maths and English (or equivalent).</p> | <p>Attainment of AAT qualification.</p> <p>NVQ level 3 in admin/ finance admin related field.</p> <p>OCR level 2/3</p> | <p>Application form.</p> |
| <u>Special Knowledge & Skills</u> | <p>Numeracy & literacy skills.</p> <p>Word processing and typing skills.</p> <p>Communication & supervisory skills.</p> <p>Knowledge of accounting systems.</p> <p>Good organisational skills.</p> | <p>Knowledge of the school's/college's administrative and financial accounting systems, manual and computerised.</p> <p>Knowledge of book-keeping & maintaining accounts.</p> <p>Knowledge of electronic display & presentation formats.</p> | <p>Interview.</p> |
| <u>Any Additional Factors</u> | <p>Self-motivated & enthusiastic.</p> <p>Professional, tactful & sensitive.</p> <p>Discreet & confidential.</p> <p>Comfortable with children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> | | <p>Interview.</p> |