

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Croesty Primary School
POST:	Senior Administrative Officer
GRADE OF POST:	Grade 8
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the guidance of Line Manager or senior staff be responsible for undertaking administrative, financial, and organisational processes within the school. Assist with planning and development of support services.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Manages complex manual and computerised record/financial systems and returns.
- Analyse and evaluates data/information and produces reports and documents.
- Investigates complex complaints and reports findings/issues to others.
- Plans, develops, and organises support services and systems.
- Provides administrative support to school governors, attending meetings as required and provides secretarial/PA service to staff.
- Supports recruitment and selection processes for school and liaises with HR/payroll/pension providers resolving problems and issues.
- Arranges school events and promotional activities.
- Responds positively and proactively to complex requests and queries in-person or via telephone or email on behalf of the school.
- Liaise with Education Welfare Officers and Child Protection Officers and others of pupil attendance.
- Manages the organisation and delivery of facility management services.
- Provides annual and monthly returns.
- Liaises and co-operates with BCBC financial staff.
- Negotiates with suppliers on purchasing/ordering.
- Monitors and manages stocks and supplies within agreed budgets.
- Assists with the monitoring/management of budgets and liaising with appropriate budget holders.
- Supervises and or manages support staff.

- Support with the communication to a range of stakeholders, through the regular updating of the school website, newsletters, etc.
- Operate the on-line dinner money system and chase up outstanding dinner money payments.

GENERAL DUTIES

Health and Safety

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974. To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification
Senior Administrative Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ3 or equivalent in administrative / financial field or ability to demonstrate competence through experience 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Full knowledge & understanding of relevant codes of practice, policies & awareness of legislation. Experience of operating & supervising administrative / financial systems. Experience of supervising / managing others. 	Yes	Interview, application form and references
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent keyboard skills Good numeracy/literacy skills Work constructively as part of a team, understanding school roles & own responsibilities. Ability to relate well to children and adults. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and references

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Plan workload to meet deadlines and requirements. • Flexible and can respond to changing circumstances and requirements. • Is courteous and positive at all times in dealing with others. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Understands and complies with data protection guidelines on confidentiality and child protection. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	