

Job Description

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

JOB PURPOSE:

Under the guidance of 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.
- Oversees examination processes ensuring availability of resources/rooms and communications systems are in place with staff/pupils.
- Assists with the monitoring/management of budgets and liaising with appropriate budget holders.
- Supervises and or manages support staff.

GENERAL DUTIES

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 DATE/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 or ability to demonstrate competence through experience. 	(√)	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. 	(√)	Interview, application form and reference.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent keyboard skills. • Works constructively as part of a team, understanding school roles & own responsibilities. • Ability to self-evaluate learning needs & actively seek learning opportunities. • Understands & complies with data protection guidelines on confidentiality & child protection. • Ability to communicate through the medium of Welsh 	(√)	Interview, application form and reference.