

Job Title	Senior Administrative Officer		
Location	St. Catherine's C. of E. VA Primary School		
Reporting to	Head of School/Business Manager		
Post Number	386	Grade	D
Directorate/Section	CYPS Education		
Effective date of JD	1 st September 21	JE Job Number	386

Job Purpose including main duties and responsibilities:

PURPOSE OF JOB

To provide financial, administrative and organisational support to the school.

The role and work of the School Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

The United Schools Federation is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well being of children.

MAIN DUTIES AND RESPONSIBILITIES

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

FINANCIAL

Where appropriate:-

To liaise with Executive Headteacher, Head of School and governors to collect and record payments into the school, either by electronic means, cash or cheques.

To prepare regular electronic reports regarding income to the school, reporting immediately any exceptional problems.

To monitor all accounting procedures and resolve any problems, including:

- a. The ordering, processing and payment for all goods and services provided to the school.
- b. The operation of all school accounts, ensuring that a full reconciliation is undertaken at least once per month.
- c. Maintaining an assets register.
- d. Preparation of invoices and collection of fees and other dues

Where appropriate:-

- To prepare school accounts for audit inspection ensuring compliance with FMSIS procedures.
- To be responsible for liaising with payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
- Monitor travel claims and process for payment.
- To prepare all financial returns for the DCSF, LA, and other central and local government agencies within statutory deadlines.
- To be responsible for dealing with the school's rating assessment and VAT liabilities.
- To maximise income generation within the ethos of the school.
- To administer the school development plan budget.

To be responsible for the arrangements for booking the Village Hall and other local facilities.

To be responsible for the booking and financial arrangements for school visits to include maintaining records of parental contributions to educational visits.

To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.

To ensure dinner money is collected and balanced on a weekly basis.

To be responsible for the letting of the school premises to outside organisations and school staff in accordance with the school policy.

PERSONNEL

Where appropriate:

To process all documentation required for teaching and non-teaching staff appointments or changes, including DBS and ISA clearance checks.

To ensure safeguarding checks are carried out for all staff, volunteers and other adults on the school premises and maintain a single record for all such checks.

To be responsible for all staff contracts of employment.

To create, maintain and update confidential staff files to include administration of staff personal files in SIMS.net as well as manual files.

Administer all staff leave and sickness.

Maintain staff accident records.

To process all routine aspects of teaching and support staff appointments.

Arrange for teaching supply cover as directed by the Head of School.

To process timesheets for payment of supply cover.

To process advertisements for vacancies.

To monitor the advertising, recruiting and selection process for any appointments.

ADMISSIONS AND ATTENDANCE

Where appropriate:-

To provide for the preparation and production of all school records and publications.

To act as correspondent for the DCSF and to be responsible for the records and returns required.

To maintain Pupil Records (health check forms, home/school agreement, parent permission forms, website agreement forms, data check forms etc) including when appropriate the Assessment Process.

Process daily pupil attendance ensuring reasons for absence are obtained and reported significant non-attendance to the Head of School.

To provide advice to Executive Headteacher, Head of School and Governors on admissions and appeals policy.

To be responsible for all admissions, administration and induction of new parents and pupils.

To be responsible for pupil attendance records and reports to relevant agencies.

To prepare and maintain school / class and house lists.

PREMISES

Advise the Executive Headteacher, Head of School and Governing Body on the LA's arrangements for property maintenance and servicing

As directed by the Head of School, arrange for repairs and maintenance of the school premises and equipment to be carried out.

Keep under review the suitability of ICT equipment and liaise with Scomis regarding updating and improvement.

Offer assistance to teaching staff in the operation of ICT equipment.

WHOLE SCHOOL ADMINISTRATION

To be a welcoming, first point of call, to parents, children and visitors.

To be responsible for the systems and general management of the school's administration, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system.

To produce School Census – responsible for collecting information and completing for final approval only by Executive Headteacher.

To be responsible for storing and retrieving information on a wide variety of issues via an up to date filing system, and electronically.

To be responsible for obtaining the necessary licenses and permissions, and ensuring their relevance and timelines.

To act as personal assistant to the Head of School:

- a. Ensure Head of School responds to post/letters in timely manner
- b. Typing minutes of meetings when required
- c. Responsible for email distribution, response and management;
- d. Manage school's diary and arrange appointments.

To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, telephones and publications, booking and recording of supply teachers.

To act as correspondent for the DCSF and to be responsible for the records and returns required.

To carry out clerical e.g. photocopying, collating of reports and documents, typing, being contact for parents when notifying of sickness absence etc when required

To maintain the Inventory/Equipment Register.

To manage the ordering, security and dispatch of SATs materials and QCA tests.

To maintain SIMS and other record systems.

To be responsible for assessment manager.

SUPPORT THE SCHOOL BY:

Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.

Contributing to the overall ethos/work/aims of the school.

Attending and participating in regular meetings.

Participating in training and other learning activities as required.

Recognising own strengths and areas of expertise and using these to advise and support others.

Respecting confidentiality.

Promoting the school at all times.



Person specification:
Supervision and Management:

No line management duties.

1. Creativity and Innovation:

This person will have a high degree of independence and autonomy but contained within DCC guidelines, policies and statutory regulations. Duties will include maintaining accurate computer records and accounts; providing accurate financial reports to the Head of School and governing body; managing the administrative function including the administrative ICT facilities, school reception, reprographics, records, telephones and publications etc; managing staff contracts and personnel files; first point of contact for parents / visitors. They will need to be able to exercise a good level of creative thinking / problem solving in order to get the job done. For example, the post holder will be required to offer parents advice and guidance if the Head of School / teaching staff are unavailable. This could include advice on illness, absence, school payments, after school care and issues relating to pupil behaviour. Problem solving challenges are likely to arise on a daily / weekly basis and the candidate will need to have good interpersonal skills when seeking advice and guidance from external agencies.

2. Links with other officers, Service users or Members of the Public:

This person will need to be able to work with a wide range of external agencies including the schools Finance Officer, EWO, Human Resources, School Nurse, suppliers and contractors. They will also be the first point of contact for parents and carers. Internally they will need to establish excellent working relationships with pupils, staff and governors. These links will require the person to give information, advice and guidance as well as the possible need to negotiate, persuade and act as a calming and caring influence. For example, the post holder may be called upon to deal with a parental issue relating to non payment of school dinner money / trip money or an angry parent who has come into the school to complain about bullying.

3. Levels of Responsibility:

This person will have some responsibility for the school finances, including monitoring the school budget, processing orders, preparation of invoices, safe guarding checks, updating and maintaining staff and pupil files, monitoring staff and pupil absence; overseeing the schools asset management plan; They will also need to ensure that newsletters and other written communication is prepared in a timely manner under the direction of the Head of School and to act as correspondent for a range of external agencies such as the DCSF, QCA and DCC. For example, they will be responsible for ordering the KS1 and 2 test papers and uploading end of year assessment data to county and the DCSF.

4. Effects of Decisions:

A high level of responsibility is placed on this persons decision making skills. They will be required to make decisions when preparing contracts for staff, which are a legal requirement; decisions relating to the smooth running of the school finances – e.g. ensuring best value for money when purchasing resources ; decisions relating to pupil safe guarding – ensuring all necessary checks are undertaken; decisions related to PR for the school;

5. Resources:

The post holder may be responsible for handling the petty cash, setting up passwords / back up systems for the school computers; managing ICT consumables (e.g. printer cartridges; photocopying paper);

6. Work Demands:

The post holder will be required to work to deadlines and timescales for tasks under the pressure of interruptions from telephone calls, visitors and any arising issues within the school such as pupils requiring a phone call home. They will need to be able to juggle with conflicting priorities and will need to manage the requirements from the Head of School, staff, Chair of Governors and Clerk to the governors.

7. Physical Demands:

There will be minimal requirements for the post holder to undertake any lifting or working in awkward positions other than dealing with deliveries of orders, although a trolley is available. Normal physical effort (including sitting, standing and normal office duties) is required for this role. The job has a high requirement for use of a computer system, estimated to be around 80 -90% of a typical working day. A high amount of keyboard usage is a primary requirement for the job (e.g. data input, word processing).

8. Working Conditions:

The work place will almost exclusively (c. 90%) be indoors in an office environment with some time balance travelling to external meetings etc. Any exposure to disagreeable or unpleasant working conditions is extremely unlikely. Occasionally the post holder will be required to work in the village hall as part of our school events.

9. Work Context:

There is minimal potential risk to the Personal Health or Safety of the job holder since this is a mainly office based job. They would be in daily contact with parents and other visitors to the school which would generally be about matters that are routine and non-contentious. However, if anything was contentious a parent would be directed to the head or chair of governors. The school has in place a range of policies and guidelines to cover issues such as fire, emergency evacuation of the school, lone working, safety from violence and aggression and school security.

10. Knowledge and Skills:

- Experience of working in a busy office providing efficient administrative support.
- Experience in using school ICT systems such as SIMS and Excel (spreadsheets)
- Experience of using and maintaining ICT hardware such as printers, faxes and photocopying machines.
- Experience of using financial management systems.

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- Excellent interpersonal skills that enable the post holder to remain calm under pressure and work effectively to deadlines by prioritizing and juggling demands.
- Ideally the post holder will have had some previous experience working within a school environment and as a result have some knowledge and understanding of the safe guarding practices, child protection procedures and the day to day running of a primary school.

Job GLPC profile

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Job Holder (if in place): _____ **Date:** _____

Head of Service: _____ **Date:** _____

Structure chart:

