



## Job Specification

**Job Title:** Senior Administrative Officer

**Grade:** G6

**Reporting to:** Headteacher or Line Manager nominated by the Headteacher

**Location:** Schools

**Workstyle:** Workplace based

**Overall Purpose of the Post:**

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

## Requirements for the post.

|   | <b>Essential</b>   | <b>Desirable</b>  |
|---|--|---|
| <b>Qualifications/<br/>Training</b>           | NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course)<br><b>Or</b><br>Experience in relevant discipline   | NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)   |
| <b>Knowledge</b>                              | Very good Numeracy/ Literacy Skills<br><br>Effective use of ICT and other specialist equipment/resources<br><br>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation<br><br>Very good ICT skills                        |   |
| <b>Experience</b>                             | Experience of development, management and operation of administrative systems  | Working in a school office.<br><br>Experience of school software systems including: Arbor, ParentMail, EVERY Education, Medical Tracker |
| <b>Physical Skills</b>                        | Excellent keyboard skills in the use of computerised systems   |   |
| <b>Competencies and other skills required</b> | Ability to relate well to children and adults<br><br>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these<br><br>Ability to self-evaluate learning needs and actively seek learning opportunities |   |

## **Key Outcomes/ Activities**

### **Organisation**

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate

### **Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Local Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies
- Undertake the administration of Payroll systems

### **Resources**

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Assist in the collection, recording and banking of money in relation to school activities
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget

- Manage expenditure within an agreed budget

### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

### **Employees (Supervision):**

Supervise staff as appropriate

### **Financial:**

None

### **Physical:**

Effective use of resources as determined by the Headteacher or nominated Manager.

### **Customers and Clients:**

Providing general information, advice and guidance on established internal school procedures.

Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.

## **Working Conditions:**

Mainly office based.

## **Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**