



## Job description

Roxwell is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Administrative Support Officer
Scale	Essex 2021 Scale 6.12-6.17, Point 12
Contract Type	Permanent
Weeks per year	37 hours a week, 39 weeks per year
Reports to	Hub Operations Manager
Liaison with	Headteacher, Other colleagues, Pupils, Parents, External Agencies, Visitors, Governors
Job Purpose	Undertake financial, personnel, premises and pupil related administrative work to ensure an efficient and effective administrative service for the school
Key responsibilities - Finance	<ul style="list-style-type: none"><li>• Maintain computerised financial records</li><li>• Liaise with Trust Finance Advisor with regard to all finance matters.</li><li>• Be responsible for financial administration such as placing orders, invoicing, issuing receipts, Credit card and trip reconciliations etc</li><li>• Helping to ensure the school is following 'Best Value' procedures</li><li>• Be responsible for issuing of invoices and collection of monies due to the school</li><li>• Ensure preparation of orders, check full receipt following up any discrepancies</li><li>• Undertake administrative tasks relating to licences held by the school</li><li>• Ensure all financial administration is carried out in accordance with school financial regulations and policies</li><li>• Be responsible for maintaining the school inventory</li><li>• Work with Hub Operations Manager to ensure timely reporting of income and expenditure</li><li>• Monitor budgets and liaise with Hub Operations Manager regarding queries</li></ul>
Key responsibilities - Premises	<ul style="list-style-type: none"><li>• Liaise with Health and safety advisor where necessary.</li><li>• Liaise with contractors regarding maintenance and obtaining quotes when necessary.</li><li>• Prepare and assist with the Health and safety audit.</li><li>• Maintain accident reports reporting to RIDDOR where necessary.</li><li>• Liaise with hirers regarding lettings requirements</li><li>• Deal with emergencies as they arise</li></ul>
Key responsibilities - Personnel	<ul style="list-style-type: none"><li>• Liaise with Trust HR Manager and link HR Advisor with regard to all personnel matters.</li><li>• Maintain computerised personnel records</li><li>• Liaise with Trust central payroll with regard to all administration associated with payroll.</li></ul>

	<ul style="list-style-type: none"> <li>• Responsible for maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance.</li> <li>• Be responsible for all administration arising from colleagues absence</li> <li>• Maintain records of supply teacher employment.</li> <li>• Advise school colleagues on pay and other personnel related matters, taking advice as necessary</li> </ul>
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#### Key responsibilities – Administrative

- Be responsible for administration of school lettings, liaising with the hirer.
- Maintain school MIS system (Bromcom)
- Enter termly data to Bromcom for menus and clubs.
- Track Rural Primary policies and inform Executive Headteacher of those due for renewal, circulate for consultation if any updates are made. Circulate final approved policy to all Rural Primary Schools
- Collate agendas and supporting documentation for SLT meetings and circulate to those in attendance
- To receive visitors to the school completing safeguarding administration.
- Act as confidential secretary to the Head of School
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- Complete census returns as required by the LEA, DfES etc
- Word-processing
- Advise on and implement appropriate administrative systems/procedures
- Take minutes when asked

#### Key responsibilities – Supervision

- Supervise clerical/administrative operations and prioritise work
- Undertake appropriate induction and training and give advice and support to other colleagues

#### Key responsibilities – Welfare

	<ul style="list-style-type: none"> <li>• Responsible for liaising with Parents of children who are hurt or unwell.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To undertake any training commensurate with the post</li> <li>• To take part in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment</li> <li>• To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and Grade.</li> </ul>

Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (Administrative Support Officer) Date: \_\_\_/\_\_\_/\_\_\_