

# Job Description

Chappel C of E Primary School 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 team who share and demonstrate our beliefs:

- **Courageous Optimism**
- **Boundless Creativity**
- **Heartfelt Compassion**

Job Title	Administrative Support Officer
Scale	6.12-6.17
Contract Term	Permanent
Contract Type	Part-time (Fridays: 8.30am - 3.45pm)
Weeks per year	39 (term time plus 1 inset day)
Reports to	Executive Head & Head of School
Liaison with	Executive Headteacher, Head of School, other colleagues including Admin Support Officer, pupils, parents, school governors, external agencies & visitors
<b>Job Purpose</b>	
	Undertake financial, personnel, premises and pupil related administrative work to ensure an efficient and effective administrative service for the school
<b>Key responsibilities: Finance</b>	
	<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, preparing cheques, issuing receipts etc</li> <li>• Helping to ensure the school is following 'Best Value' procedures</li> <li>• To supervise the preparation of school monies and make appropriate arrangements for banking</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> </ul>
<b>Key responsibilities: Premises</b>	
	<ul style="list-style-type: none"> <li>• Set up and maintain the Smartlog system liaising with Health &amp; Safety advisor where necessary</li> <li>• 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> </ul>
<b>Key responsibilities: Personnel</b>	
	<ul style="list-style-type: none"> <li>• Liaise with Trust People Manager and People Support Officer with regard to all personnel matters</li> <li>• Maintain manual and computerised personnel records</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with Trust central payroll with regard to all administration associated with payroll. 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 staff absence</li> <li>• Maintain records of supply teacher employment</li> <li>• Advise school staff on pay and other personnel related matters, taking advice as necessary</li> </ul>
<b>Key responsibilities: Administrative</b>	
	<ul style="list-style-type: none"> <li>• Be responsible for administration of school lettings, liaising with the hirer.</li> <li>• 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</li> <li>• Collate agendas and supporting documentation for SLT meetings and circulate to those in attendance</li> <li>• To receive visitors to the school completing safeguarding administration.</li> <li>• Act as confidential secretary to the Head of School</li> <li>• Arrange for updating, publishing etc of school handbook, prospectus and other documents</li> <li>• Complete such returns as may be required by the LEA, DfES etc</li> <li>• Word-processing</li> <li>• Advise on and implement appropriate administrative systems/procedures</li> <li>• Take minutes</li> </ul>
<b>Key responsibilities: Supervision</b>	
	<ul style="list-style-type: none"> <li>• Supervise clerical/administrative operations and prioritise work</li> <li>• Undertake appropriate induction and training and give advice and support to other staff</li> </ul>
<b>Key responsibilities: Welfare</b>	
	<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 Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and Grade.**

This Job description is current at the date shown, but in consultation with you, may be changed by the Head of School 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## Person Specification

### Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
<b>Education and Qualifications</b>		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	E	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, Y
<b>Key Skills and Abilities</b>		
Demonstrate strong communication skills, both oral and written, including presentational skills.	E	A,I,T
Advance MS Office skills	D	A,T
Experience of school-based software systems	D	A,T
Ability to work in a busy environment	D	A,I
Ability to work with a variety of Stakeholders	E	A I
Ability to form and maintain good relationships	E	A,R
Strong organisational, project and time management	E	A,T
Ability to work as part of team or independently	E	A,R,I
Ability to inspire and motivate	D	A R
Ability to prioritise, plan and organise with attention to detail	A	T,R
Demonstrable discretion	D	I,R
<b>Attributes</b>		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A,I,R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different work requirements and projects	E	A,I,R
Establish and maintain appropriate professional relationships with staff and students.	E	A,I,R
Sense of humour and equable temperament	E	I,R
Able to remain calm and composed under pressure and work to deadlines	E	I,R
Commitment to and understanding of equal opportunities and safeguarding	E	I,R
Reliable and a good time keeper	E	I,R
Adopts a positive attitude	E	I