

### Job Description

<b>Job Title</b>	Senior Administrative Officer
<b>Grade</b>	Grade G (SCP 13 - 18)
<b>Responsible To</b>	Headteacher / Assistant Headteacher
<b>Staff Managed</b>	Finance/Admin staff
<b>Job Family</b>	Admin
<b>Job Purpose</b>	To provide an effective and efficient reception and administrative service to the Headteacher and the School. The post holder will have a significant amount of responsibility for the supervision of other members of support staff. Also supports the smooth running of the school by managing the lettings of the school and dealing with problems as they arise.
<b>Job Context</b>	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks required to be undertaken.
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic elements of the job</b>	<ul style="list-style-type: none"> <li>● Carry out reception duties professionally and efficiently. Dealing with queries, taking messages and recording information accurately.</li> <li>● Organise and control the administrative and clerical support to the Headteacher and staff.</li> <li>● Organise and manage the Information System requirements to provide up to date support for the school.</li> <li>● Contribute to the development of administrative policies and procedures</li> <li>● Administer &amp; manage, where appropriate, the lettings agreements including the calculation and authorisation of payments to the caretaker, advertising of vacant rooms, licensing of the premises and the collecting and accounting of letting income.</li> <li>● Take accurate minutes of meetings.</li> <li>● Liaise with the Caretaker regarding cleaning problems, contractors for Cleaning, Catering and Recreation.</li> <li>● Liaise with the Trust Estates Lead, contractors and other service providers to arrange work and repairs as necessary.</li> <li>● Update, monitor and report on compliance and estate checks via the compliance platform</li> <li>● Oversee the Lunchtime Supervisors and arrange cover for absence as required.</li> <li>● Compile statistical returns for senior management as required.</li> <li>● Analyse and interpret data and produce reports</li> <li>● Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings.</li> <li>● Communicate effectively with other staff, visitors, Governors, contractors, pupils and their families/carers.</li> </ul>
<b>People/Resource Management</b>	<ul style="list-style-type: none"> <li>● Support with financial administration as required</li> <li>● Manage the delegated administration/support staff to ensure effective performance of duties.</li> <li>● Manage the day to day administration of the school finances</li> <li>● Input income and expenditure information.</li> <li>● Process orders and payments for stationary, equipment etc.</li> <li>● Responsible for the induction and training of delegated support staff in computer systems, procedures and school policies.</li> </ul>

	<ul style="list-style-type: none"> <li>Participate in training and other learning activities and performance development as required.</li> <li>Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> <li>Administration of the Single Central Record</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>Know about data protection issues in the context of your role.</li> <li>Maintain confidentiality as appropriate</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>Share information as appropriate – in writing, by telephone, electronically and in person.</li> <li>Responsible for ensuring accurate records are maintained and updated as required</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

<b>Job Title</b>	Senior Administrative Officer	
<b>Grade</b>	Grade G	
<b>Responsible To</b>	Headteacher / Office Manager	
<b>Staff Managed</b>	Finance/Admin staff	
<b>Job Family</b>	Admin	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>● Significant knowledge of office and admin systems</li> <li>● Knowledge of Health &amp; Safety regulations</li> <li>● Knowledge of school procedures</li> <li>● Knowledge of finance for budget management and checking financial records.</li> <li>● Knowledge of procurement procedures</li> <li>● Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Significant experience in public or private sector administration</li> <li>● Experience of managing staff</li> <li>● Experience of the use of a range of IT applications</li> </ul>		
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>● Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>● Advanced analytical and statistical skills</li> <li>● Excellent problem-solving skills</li> <li>● Ability to work on own initiative</li> <li>● High level of literacy and numeracy skills.</li> <li>● Excellent written and verbal communication skills</li> <li>● Report writing skills</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>● Level 3 qualification in business /Finance/ Administration or equivalent to evidence in-depth knowledge of administrative, finance and business processes</li> <li>● Commitment to undertake training relevant to post.</li> </ul>		
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>● Enhanced DBS clearance required</li> <li>● Attention to detail, neatness and accuracy</li> <li>● Dependability and reliability</li> <li>● Ability to work successfully in a team &amp; lead a small team of staff</li> <li>● Confidentiality</li> <li>● Ability to prioritise conflicting demands and pressures</li> <li>● Ability to work with a wide range of people e.g. pupils, teachers, parents and Governors.</li> </ul>		

<ul style="list-style-type: none"><li>● To be committed to the school's policy and ethos.</li><li>● To be committed to Continual Professional Development.</li><li>● Motivation to work with children and young people.</li><li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li></ul>	
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