

Job Description

Job Title	Senior Administrator (with Finance Responsibilities)
Grade	F
Responsible To	Office Manager / Principal
Staff Manage	School Administrators
Job Family	Administration
Job Purpose	To provide an effective administrative support service to the Principal and the School. The post holder will have. This role includes some finance duties, some responsibility for the supervision of employees and/or for considerable expenditures. The role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
Job Context	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 that need to be undertaken.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Analyse and evaluate data and information and produce reports. ● Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc. ● Deal with maintenance requests and oversee contractors where appropriate. ● Be responsible for confidential information e.g. policies, staff, pupils and parents' records. ● Produce documents for the school e.g. Newsletters, brochures. ● Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology. ● Take minutes at meetings as required ● Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central offices of the LA. ● Organise school trips, room bookings for meetings and arrange supply cover for teaching absences. ● Organise school lettings ● May have responsibility for data within the Finance/HR functions etc.
Communications	<ul style="list-style-type: none"> ● Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. ● Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role. ● Liaise with parents, staff, pupils and external agencies as required ● Ensure the delivery of an efficient reception service
People/Resource Management	<ul style="list-style-type: none"> ● Contributes to setting and monitoring the school budget ● Input income and expenditure information. ● Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. ● Reconcile finance systems statements and checking queries. ● Process orders and payments for stationary, equipment etc. ● Participate in the schools performance management scheme. ● Attend staff meetings and training days and management team meetings by agreement with the Principal. ● Participate in training & other learning activities

	<ul style="list-style-type: none"> ● Manage the day to day activities of the office and staff including the induction, training and allocation of work to other administration staff
Safeguarding	<ul style="list-style-type: none"> ● Adhere to data protection legislation ● Maintain confidentiality as appropriate ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to. ● Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> ● 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. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> ● 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. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● 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. ● 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. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Senior Administrator (with Finance Responsibilities)	
Grade	F	
Responsible To	Office Manager / Principal	
Staff Manage	None	
Job Family	Administration	
Essential	Desirable (if not attained, development may be provided for successful candidate)	
Knowledge		
<ul style="list-style-type: none"> ● Knowledge of administration and office systems 		
Experience		
<ul style="list-style-type: none"> ● Clerical or administrative experience ● Experience of working with Microsoft Office 		<ul style="list-style-type: none"> ● Cash handling experience
Occupational Skills		
<ul style="list-style-type: none"> ● Computer literate ● Good interpersonal and communication skills ● Good numeracy and literacy skills ● Judgemental skills ● Ability to work to deadlines 		<ul style="list-style-type: none"> ● Budget management skills
Qualifications		
<ul style="list-style-type: none"> ● Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 		<ul style="list-style-type: none"> ● Level 3 qualification in Business / Finance / Administration or equivalent. ● Level 2 Word Processing qualification or equivalent. ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Personal Qualities		
<ul style="list-style-type: none"> ● Attention to detail, neatness and accuracy ● Organisational skills ● Ability to work successfully in a team ● Confidentiality 		
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance required ● To be committed to the school's policy and ethos. ● To be committed to Continual Professional Development. ● Motivation to work with children and young people. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 		