

## **Job Description**

### **Admin Officer - Grade 4**

#### **Schools**

The post holder will report to School Business Manager. Apart from other colleagues in the school, main contacts of the job are the Headteacher, teaching staff, other support staff and pupils

#### **Main Purpose of the job**

Under the direction of the Administration Officer, provide an efficient, responsive and high quality administrative and financial support to the school

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

#### **Organisation**

1. To assist the administration team in maintaining an efficient and responsive support service to the school, ensuring expectations of high service standards are met
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff
3. To be responsible for the compliance of the school website and marketing materials
4. To arrange meetings, conferences and other events to a high standard

#### **Administration**

5. To maintain, record and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service
6. To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports
7. To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors, ensuring that all safeguarding procedures are adhered to
8. To administer school registration procedures in line with statutory requirements
9. To service meetings and take minutes and or notes and distribute to participants

- 10. To respond independently to correspondence as required
- 11. To maintain display boards and to ensure these are refreshed regularly

### **Resources**

- 12. To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics
- 13. To be responsible for the administration of financial systems including the processing and recording of purchases and invoices using a purchase card in line with financial regulations
- 14. To arrange the orderly and secure storage of stocks and supplies
- 15. To ensure standard office equipment is serviced regularly
- 16. To provide general advice and guidance to staff, pupils and others

### **Responsibilities**

- 17. To ensure accuracy and confidentiality of all information produced
- 18. To provide cover for other administrative colleagues when required
- 19. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- 20. To be aware of and support difference and to ensure equal opportunities for all
- 21. To contribute to the overall ethos, work and aims of the school
- 22. To attend and participate in meetings as required
- 23. To participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

## **Person Specification**

### **Admin Officer**

#### **Experience**

- Experience of working in an administrative and finance support environment

#### **Qualifications/Training**

- Effective written and verbal communication skills to liaise with a wide range of people at all levels
- Possess excellent numeracy, literacy and IT skills

#### **Knowledge/Skills**

- Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales
- Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information
- Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems
- Ability to produce accurate minutes or notes from meetings
- Willingness to undergo minor first aid training
- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems
- Have a general knowledge and awareness of the regulatory framework of schools and education
- Have the ability to relate well to children and adults
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Have the ability to identify your own training and development needs and cooperate with the means to address these needs

#### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.