

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Senior Administration Officer

Directorate: Rushmore Primary School

Reporting to: School Business Manager

Grade: SO2

Job description

Purpose of the post:

- Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services in a school context that is subject to regular change.

Main duties and responsibilities:

Organisation:

- Take a lead role in the effective and efficient management of the school support office and reception area, assisting in the development of a professional and customer oriented approach to work at all times.
- Deal with complex reception and visitor matters.
- Contribute to the planning, development and organisation of support service systems/ procedures/policies.
- Organise events and other trips in line with school policy.
- Line-manage, supervise, train and develop staff as appropriate.
- Work closely with the School Business Manager, deputising as required, undertaking delegated responsibilities and tasks as requested

Administration:

- Manage manual and computerised record/information systems, including for personnel, payroll, pupils and ensure the systems and procedures are fit for purpose.
 - Analyse and evaluate data/information and produce reports/information/data as required.
 - Undertake report and letter writing, minute taking, typing, word processing and complex IT based tasks.
 - Provide personal, administrative and organisational support to senior staff and the School's Senior Leadership, in particular to the head teacher.
 - Provide administrative and organisational support to other bodies, committees and other ad-hoc project or management teams.
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- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DFES.
- Undertake the administration of payroll and HR systems, including assisting with recruitment, interviews, induction and other routine HR matters
- Undertake daily income collection tasks, cashing and proactively take action to reduce school income related debts
- Identify ways to achieve efficient work practices and ensure decisions are made to ensure value for money and to enhance the reputation of the school.

Resources:

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage office and delegated school resources and systems effectively and efficiently.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budgets.
- Manage expenditure within an agreed budget.

Responsibilities:

- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings and chair meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Adopt a diplomatic and culturally sensitive approach in dealing with all situations, in particular matters requiring extreme sensitivity and confidentiality.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend meetings to facilitate smooth running of the school including governing body meetings as and when required.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Administrative and Organisation Level 3
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Person Specification

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	Essential	Desirable
Qualifications		
1. NVQ Level 3 or equivalent qualification or experience in relevant discipline.	✓	
Experience		
2. Experience of development, management and operation of administrative systems.	✓	
Knowledge		
3. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Skills		
4. Very good literacy, numeracy and oral communication skills.	✓	
5. Effective use of ICT and other specialist equipments/resources.	✓	
6. Very good ICT skills and willingness to learn new skills.	✓	
7. Ability to relate well to children and adults.	✓	
8. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
9. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
10. Have some familiarity with operation of payroll and HR systems in the public sector and the ability to manage administrative staff effectively	✓	
11. Understand the importance of applying financial and data protection policies and procedures and the need for transparency and accountability	✓	
12. Display commitment to the protection and safeguarding of children and young people.	✓	
13. Demonstrate a commitment to constantly assessing, evaluating and improving working practices and processes	✓	
14. Ability to be pro-active, work under pressure at times and meet strict deadlines	✓	