



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Administrative Officer
HBC Grade:	NJC 4
Service:	Children and Young People
Division:	Schools

Main Purpose of the Role

To be responsible for undertaking administrative, financial and organisational processes within the school under the guidance of senior staff. To maintain and monitor information, producing reports as required to support the school management process.

Key Duties

- 1** Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.
- 2** Maintain manual and computerised records and/or management information systems.
- 3** Collation of registers and the completion of various returns as required by the local authority and DfES e.g. PLASC, staff attendance, supply data, etc.
- 4** Analyse and evaluate data/information and produce reports/information as required.
- 5** Manage the administration of school lettings and other uses of school premises.
- 6** Organise school trips, visits by the school nurse, photographer, linked schools, parents etc.
Take notes at meetings and circulate to attendees e.g. staff meetings.
- 7** To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.
- 8** To organise and provide clerical support, e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.
- 9** Organise cover for absent staff under the direction of the Headteacher/ School Busar/Registrar of Line Manager.
- 10** To participate and assist in the organisation of examination invigilation as and when required.

- 11** To collect and accurately record all money for trips, charity events, dinner and milk money in line with the schools book keeping processes.
- 12** To undertake work associated with the preparation and monitoring of the school budgets including processing of orders and payments, preparation of budget statements.
- 13** To undertake reception duties, answering telephone and face to face enquiries and signing visitors in and out.
- 14** Sorting and distributing the internal and external mail.
- 15** Undertake personal development through training and other learning activities as required.
- 16** To supervise, train and develop skills of support staff.
- 17** Attend and participate in meetings as required.
- 18** Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns at an appropriate person.
- 19** Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- 20** Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

Attributes	Essential Criteria	How Identified (delete as appropriate for each criteria)
EDUCATION/ QUALIFICATIONS	5 GCSEs grades A – C including English Language or equivalent qualifications and demonstrate relevant experience for those who do not have the qualifications.	Application / Interview
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
EXPERIENCE	Experience of using computerised information and retrieval systems including Excel Microsoft Office Suite.	Application / Interview
	Experience in undertaking general office duties.	Application / Interview
	Experience of using financial computerised information and retrieval systems.	Application / Interview
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
KNOWLEDGE		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment

		Application / Interview /Assessment
SKILLS & ABILITIES	A minimum of 2 years' experience of general administration.	Application / Interview
	Able to follow instructions and procedures accurately.	Application / Interview
	Able to prioritise and organise own work to meet deadlines and work on own initiative.	Application / Interview
	Able to communicate effectively with senior management and colleagues and to deal politely and tactfully with a wide range of people.	Application / Interview
	Able to input data to a high level of accuracy.	Application / Interview
	Able to work effectively as a member of a small team.	Application / Interview
	Able to give advice within specific guidelines.	Application / Interview
	Demonstrable oral and written communication skills.	Application / Interview
OTHER REQs	A flexible and team working approach.	Application / Interview
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
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		Application / Interview /Assessment

Attributes	Desirable Criteria	How Identified (delete as appropriate for each criteria)
EDUCATION/ QUALIFICATIONS	RSA II Word Processing/Typing.	Application / Interview
	HNC Business.	Application / Interview
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
EXPERIENCE	Experience of using SIMS computer system.	Application / Interview
	Experience of working in a school Finance Environment.	Application / Interview
		Application / Interview /Assessment
		Application / Interview /Assessment
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		Application / Interview /Assessment
KNOW LEDGE		Application / Interview /Assessment
		Application / Interview /Assessment

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SKILLS & ABILITIES		Application / Interview /Assessment
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		Application / Interview /Assessment
		Application / Interview /Assessment
		Application / Interview /Assessment
OTHER REQ		Application / Interview /Assessment
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		Application / Interview /Assessment

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

Date Created:	
JE Ref:	
Date Agreed:	

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.