

JOB DESCRIPTION

DIRECTORATE: Learning Culture & Children's Services		DEPARTMENT: Naburn CE Primary School
JOB TITLE: Admin Officer		POST NUMBER: E2014751
REPORTS TO (Job Title): Headteacher, School Business Manager		Grade 4
1.	MAIN PURPOSE OF JOB To provide an efficient and effective administration support service. With specific areas of responsibility.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.
	ii.	Clerical support (filing, faxing, photocopying). Sort, distribute, post/mail. Taking bookings / hiring out facilities, this may include supporting Extended School activities. Implement routine in-house finance systems. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings
	iii.	Collects, banks, balances and maintain accounts for monies. Manage a budget area. Produce purchase orders.
	iv.	To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages.
	v.	To produce standard and individual letters, documents. Producing complex reports and returns e.g. DCSF, LA. Take responsibility for completing and submitting complex returns e.g. DCSF and LA' within set guidelines and proscribed timescales.
	vi.	Produce lists eg pupil data. Responsibility for administration in relation to pupil admissions & leavers. Administration for school lettings. Produce accurate returns for external agencies
	vii.	Supervise the work of other staff, including providing on the job training.

	viii.	Supports in the management of the school budget or a budget area on a day to day basis, maintaining in-house finance systems.
	ix.	Upkeep of school website (including content). Under the direction of a senior colleague / Headteacher, obtaining best value for service contracts and orders.
	x.	Assist with organising school trips and special events. Provide advice and guidance to pupils, parents and staff. Assist Headteacher in arranging supply cover.
	xi.	Specialist technical responsibilities. Provide specialist premises / maintenance skills. May supervise premises teams.
3.	SUPERVISION / MANAGEMENT OF PEOPLE Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work. Direct: - Usually up to 5 staff	
4.	CREATIVITY & INNOVATION Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise. Design and apply IT systems to support work of the team – under direction of line manager. Developing new ways of presenting information, through ICT systems. Create new stationery/internal forms. Ability to give advice and seek information from pupils / parents	
5.	CONTACTS & RELATIONSHIPS Dealing with issues which may not be straightforward and may require diplomacy and tact to resolve. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.	
6.	DECISIONS – discretion & consequences Management of own day to day work and supervision of other admin staff. Working without close supervision, but subject to established procedures, practices and routines. Judgement is required when providing solutions to problems. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. Can make modifications/ variations to practices. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.	

7.	RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i> Description (Value) Normal Office Equipment, responsible for the accurate handling and security of small sums of cash and cheques.
8.	WORK ENVIRONMENT – work demands, physical demands, working conditions & work context Work Demands Required to work to strict deadlines set by Headteacher / line manager. Physical Demands, This role is largely office bound but sometimes involves moving around the school premises. Working Conditions No unpleasant working conditions. Normal office environment. Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.
9.	KNOWLEDGE & SKILLS Computer literacy, numerate, typing/secretarial skills. A good understanding of a number of routine administrative work procedures. Practical knowledge of various computer software packages. Ability to input and understand data. Ability to communicate effectively at all levels. Able to organise own work and that of others. Understanding of SEN and child protection issues. A pro-active record of CPD.
10.	Position of Job in Organisation Structure <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Job Reports to:</div> <div style="display: flex; justify-content: center; align-items: center; margin: 10px 0;"> <div style="width: 1px; height: 20px; background-color: black; margin: 0 5px;"></div> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 100px; text-align: center;">THIS JOB</div> <div style="border: 1px solid black; padding: 5px; width: 350px;">Other jobs at this level:</div> </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="width: 1px; height: 20px; background-color: black; margin: 0 5px;"></div> <div style="border: 1px solid black; padding: 5px; width: 550px;">Jobs reporting up to this one:</div> </div> </div>