

## Job Profile

### Administrative Officer Grade F



**School:** Lingey House Primary School

**Line Manager:** Head Teacher

#### Job Purpose

Organise and supervise administrative systems within the school, manage the school office and ensure that visitors and parents are warmly welcomed. Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times and following strict safeguarding procedures.

#### The key roles of this post will generally include:

##### 1. Organisation

- Take a lead role in organisation and monitoring of support systems/procedures/policies
- Manage the day-to-day work of school administrative staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff
- Deal with administrative tasks relating to recruitment matters
- To supervise the day-to-day work of the administrative function of the school office
- To contribute towards the planning, development and organisation of the support service systems, procedures and policies
- To supervise, train and develop administrative staff as appropriate
- To organise school visits / events, school photographer etc.
- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures. To provide hospitality as required.

##### 2. Administration

- To undertake word processing, IT based tasks and school correspondence
- To provide personal, organisational and administrative support to staff and the Governing Body
- To co-ordinate admission arrangements of pupils, maintain waiting lists and allocate nursery spaces accordingly to the school's admission policy
- To maintain pupil records and be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. census to DfE
- To reconcile income received, maintenance of records and ensure cash is stored securely.
- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex administrative support to other staff
- Manage school lettings
- Organise and monitor progress towards premises repairs

### **3. Resources**

- Provide administrative support in relation to recruitment and employment matters
- Provide advice and guidance to staff and others on complex administrative issues
- To be responsible for ordering and purchasing of resources, ensuring best value
- To operate relevant equipment, IT packages, LA wide systems e.g. Arbor and Agresso
- To provide advice and guidance to staff on administrative issues
- To manage financial administration procedures in line with current LA Financial Regulations and maintain appropriate records to satisfy internal audit
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Be responsible for the management of expenditure within an agreed budget
- Be aware of health and safety issues in relation to display screens and office practice

### **4. Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Manage the school office and administration staff ensuring the warmest welcome to all visitors and parents.
- Oversee all banking and financial transactions within school and ensure audit compliant.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the development of policies relating to confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- 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.
- Such other responsibilities allocated which are appropriate to the grade of the post

## Knowledge and Qualifications

### Essential

Knowledge of:

- Effective use of specialist ICT packages

Qualifications:

- Excellent numeracy/literacy skills
- NVQ 2 in Business Admin or equivalent qualification in a relevant discipline

Experience:

- Working in an office environment at a senior level
- Organising, leading and motivating other staff
- Use of ICT including word processing and computerised accountancy systems e.g. Arbor, Agresso or equivalent
- Designing and developing administrative and organisational systems

### Desirable

Experience of:

- Managing budgets
- Managing staff
- Analysing and evaluating data
- Local Authority systems and procedures

## Competencies

### Self Awareness

Is self-aware, learns continuously and adapts behaviour in response to feedback

### Personal Effectiveness

Make things happen, operates with resilience, flexibility and integrity

### Communication

Shares and listens to information, opinions and ideas using a range of effective methods

### Delivering Results

Promotes customer focused service delivery. Plans and prioritises and learns from mistakes

### Joined up Working

Promotes collaborative relationships with other services and colleagues in order to improve service delivery

### Improving Delivery

Seeks out the best way to deliver services, promotes innovation and learning and manages risks.

### Motivating Teams and Individuals

Creates the right environment for teams and individuals to perform at their best

### Managing Team and Individual Performance

Gives clear direction and feedback to maximise performance.

### Managing Diversity

Treats individuals with respect and consideration, takes employee policy and practice seriously.

