 **Cockton Hill Junior School**

**Being The Best We Can Be**

Job Description

Senior School Admin Officer

Job Purpose

Responsible for providing administrative and clerical support to facilitate the day to day running of the school office.

Responsibilities

* + Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
  + Provide support, advice and guidance on administrative issues to senior staff, governing body and others
  + Provide assistance to the Headteacher with arrangements for staff appointments
* Plan, develop, organise and monitor support systems, procedures and policies
  + Be responsible for the management of other administrative staff, supporting their annual performance review and arranging for appropriate training
  + Support the Headteacher in the area of health and safety
  + Negotiate with contractors on school building projects
  + Liaise with other staff, pupils, parents/carers and external agencies
  + Develop and maintain record and information systems
  + Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
  + Assist in the preparation and collation of a range of school documentation including: staff and school handbooks, governor reports and pupil reports
  + Support in the arrangement supply cover for absent staff
  + Be a point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
  + Responsible for completion and submission of forms, returns etc., including those to outside agencies.
  + Produce, and respond to, correspondence
  + Manage and monitor the school’s financial processes and budgets
  + Responsible for the efficient management of money coming into school e.g. dinner money, trips etc and to facilitate the banking of monies received
  + Manage service contracts, school licences and insurance
  + Contribute to marketing and promotion of the school
  + Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
  + To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
  + The Post holder may undertake any other duties that are commensurate with the post.
  + The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management, Financial Management, Equality & Diversity, Confidentiality and Induction