 **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