



Job Description: Administrative Officer

Part time – Job share

(2.5 days, 17.5 hours – Wednesday afternoon, all day Thursday and all day Friday)

Grade: 5, £18,070 - £20,661 pro rata

Responsible to: The Headteacher and the Governing Body of the school

Relationships: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

Responsible for ensuring the effective and efficient operation of day-to-day administrative functions

Responsible for the planning, development, design, organisation and monitoring of support systems, procedures and policies

Liaise between school leadership team, teaching staff and support staff

Responsible for the production of detailed reports and information as required.

Produce, and respond to correspondence as directed by Head Teacher.

Provide support, guidance and advice to the school leadership team.

Provide administrative support to the Governing Body.

Liaising with Headteacher and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed.

Ensuring that the personnel database is up to date at all times.

Responsible for submitting of monthly timesheets for staff and supply teachers.

Responsible for the maintenance of the school diary.

Responsible for the management of expenditure within an agreed budget.

Maintain accurate, auditable records to monitor activity of Private Account Funds

Responsible for undertaking regular reconciliation and balancing of the Private Accounts with bank statements.

Responsible for the production of an annual balance statement for external auditing purposes.

Responsible for the counting, receipt (excluding School Meals) and banking of all income in accordance with the Authorities processes and procedures.

Manage the Petty Cash account and allocate Petty Cash monies (by cheque) as authorised by the Headteacher/Deputy Headteacher in accordance with the Authority's procedures.

Responsible for ensuring that all monies collected are banked in accordance with the Authority's procedures and processes.

Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school's computerised accounting systems (FMS) and data management system (SIMS).

Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.

Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.

Responsible for ensuring the effective and efficient operation of day-to-day administrative functions.

To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

To work within a team.

Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

Ensure parents and school staff are fully informed of incidents and accidents.

Maintain accident records as required.

Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.

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.

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, Appraisal, Equality & Diversity, Confidentiality and Induction.