



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Administration Officer - Level 3

GRADE: Band 5

RESPONSIBLE TO: Office Manager/Head Teacher

Overall Objectives of the Post:

Under the guidance of the school's SMT, to be responsible for undertaking administrative, financial, organisation processes within the school, maintaining confidentiality at all times. To assist with the planning and development of support services.

Key Tasks of the Post:

1. Organisation

You will provide an efficient and effective organisational support to the school. You will:

- Deal with more complex reception/visitor matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events in consultation with the educational visits co-ordinator.
- Supervise, train and develop administrative staff as appropriate.

2. Administration

You will provide efficient and effective support to the administration of the school. You will:

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisation support to the Governing Body (subject to school service level agreement on governor support).
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.
- Manage school lettings.
- Take notes at meetings and prepare minutes.

3. Resources

You will provide effective support to the development of resources. You will:

- Operate relevant equipment/complex ICT packages, LEA wide systems.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage the financial transactions and sales of the school in line with current LEA Financial Regulations.
- Maintain appropriate financial records to satisfy Internal Audit.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school, if required.
- Manage administration of facilities including use of school premises.
- Initiate and monitor progress towards premises repairs.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage expenditure within an agreed budget.

4. Responsibilities

You will contribute to the overall school's achievements of its objectives. You will:

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with development of confidentiality and data protection policies.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- 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.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AG/CL

Date: 9.10.19