



## Job Description

<b>Job Title:</b>	Administrative Officer (Primary)		
<b>Base:</b>	Darras Hall Primary School		
<b>Reports to:</b>	School Business Manager	<b>Grade:</b>	NJC Grade 4, Points 7 to 11
<b>Salary:</b>	£20,281 - £23,564 (FTE, Salary to be pro rata)	<b>Term:</b>	Full Time (37 hours) TTO + 10 days

### Job Purpose

Organise and supervise administrative systems within the school, including areas of schools financial management. 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.

### Duties and key result areas:

#### Organisation

1. Contribute to planning, development, design, organisation and monitoring of support systems / procedures / policies
2. Line Management responsibilities in relation to school administrative staff
3. Manage the day-to-day work of school administrative staff
4. Liaise between managers / teaching staff and support staff
5. Support the recruitment / induction / appraisal / training / mentoring for other staff
6. Provide administrative support in relation to recruitment and employment matters
7. Deal with administrative tasks relating to recruitment matters

#### Administration

1. Contribute to the development and maintenance of record/information systems
2. Provide detailed analysis and evaluation of data and produce detailed reports / information as required
3. Produce, and respond to, complex correspondence
4. Provide organisational and complex administrative support to other staff
5. Provide organisational and complex advisory support to the Governing Body (in support of the headteacher and business manager)
6. Manage complex administrative procedures
7. Be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. DfE
8. Manage school lettings
9. Organise and monitor progress towards premises repairs
10. Manage the administration of the school ordering and internal financial systems
11. Administer trips and residentials in partnership with named teaching leads.

#### Resources

1. Be responsible for the selection and management of resources, including the day to day operational management of local budgets and regularly audit resources
2. Provide advice and guidance to staff and others on complex administrative issues
3. Undertake research and obtain information to inform decisions

4. Manage school licences
5. Take a lead role in marketing and promoting the school
6. Manage facilities including premises, lettings and associated income, building and projects etc. (in concert with the school business manager)
7. Manage local financial administration procedures
8. Be responsible for the management of expenditure within an agreed budget
9. Be aware of health and safety issues and work alongside the caretaker and business manager to ensure the safety of all on site.

### **Responsibilities**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Assist with the development of policies as identified by the business manager
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos / work / aims of the school
5. Develop constructive relationships and communicate with other agencies and professionals
6. Share expertise and skills with others
7. Participate in training and other learning activities and performance development as required
8. Recognise own strengths and areas of expertise and use these to advise and support others
9. To undertake other duties and responsibilities as required commensurate with the grade of the post

### **Personal & Professional Conduct**

The Administration Officer is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct expected by the Pele Trust:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

All school staff must have appropriate and professional regard for the ethos, policies and practices of the Trust and maintain high standards in their own attendance and punctuality.

### **Safeguarding**

Pele Trust Schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....



## Job Specifications

<b>Job Title:</b>	Administrative Officer (Level 4)		
The successful candidate will need to demonstrate that they are able to meet the personal specification criteria outlined below. This criterion will be used to help shortlist candidates. Next to the criteria is outlined whether the criteria refers to the:			
E – essential	D – desirable	A - application form	I – interview      T - task
<b>Experience</b>			
Experience of working in an office environment	E	A	
Experience of using ICT to support your work	E	A I T	
Experience of working within a school or other educational institution	D	A	
Experience of managing staff	D	A	
Excellent numeracy and literacy skills	E	T	
<b>Knowledge, skills and abilities</b>			
Experience of using ICT packages such as SIMS, PSF, CPOMS	D	A	
An understanding of financial practices and procedures	D	A I T	
Working knowledge of all relevant policies, legislation and codes of practice.	E	A I	
An understanding of human resources practices and procedures	D	A I T	
An understanding of estates management practices and procedures	D	A I T	
Good ability in supporting the needs of colleagues, parents and staff.	E	A I	
To work in partnership with the headteacher, staff, parents, Trust colleagues and Governors.	E	A I	
An understanding of the need to safeguard children.	E	A I	
<b>Other requirements</b>			
A commitment to personal professional development and supporting the development of a professional learning community within the school	D	I	
A commitment to the School's Equal Opportunities Policy	E	A I	
Evidence of professional development	D	A	