

## JOB DESCRIPTION

Post Title: ADMIN/CLERICAL OFFICER/ASSISTANT (LEVEL 3)		Director/Service/Sector : Children’s Services		Office Use		
Grade: Band 3		Workplace:		JE ref: SG03 HRMS ref:		
Responsible to: SENIOR ADMIN/SUPPORT STAFF MANAGER AND SENIOR SCHOOL STAFF		Date:	Manager Level:			
Responsible for: Supervision of Level 1 & 2 administration staff as directed.						
Job Purpose: Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.						
Resources		Staff	Small number as directed.			
		Finance	Money Handling, Ordering, Managing Budgets			
		Physical	Office Equipment, Medical Facilities, Accuracy and Security of Databases			
		Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public). Providing relevant advice and information to Northumberland County Council and Government Agencies			
Duties and key result areas:						
Organisation						
1. Deal with complex reception/visitor etc. matters						
2. Contribute to the planning, development and organisation of support service systems/procedures/policies						
3. Organise school trips/events etc						
4. Supervise, train and develop staff as appropriate						
Administration						
1. Manage manual and computerised record and information systems e.g. SIMS						
2. Analyse and evaluate information and produce reports and information as required						
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases						
4. Provide personal, administrative and organisational support to other staff						
5. Provide organisational support to the Governing Body						
6. Undertake the administration of complex procedures						
7. Complete and submit complex forms and returns e.g. PLASC etc., including those to outside agencies e.g. DfES						
8. Undertake the administration of payroll systems and documents as appropriate						

**Resources**

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with procurement and sponsorship
7. Assist with the marketing and promotion of the school
8. Manage the administration of facilities including the use of school premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

**Responsibilities**

1. Comply with and assist with the development of policies and procedures relating to:
  - a. Child protection
  - b. Health and safety
  - c. Data protection
  - d. Confidentiality

Reporting all concerns to an appropriate person.

2. Support the school's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the school
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Own transport required to travel within and out with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

## PERSON SPECIFICATION

<b>Post Title: ADMIN/CLERICAL OFFICER/ASSISTANT (LEVEL 3)</b>	<b>Director/Service/Sector: Children's Services</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing  Very good numeracy and literacy skills	NVQ 2 qualification in literacy or numeracy	(a), (t)
<b>Experience</b>		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting  Experience of managing staff  Experience of managing budgets	(a), (i)
<b>Skills and competencies</b>		
Effective use of ICT and other specialist equipment /resources  Good ICT and keyboard skills  Ability to work with children and adults  Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the workplace	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits