

Northumberland County Council

JOB DESCRIPTION

Post Title: Administration Officer	Director/Service/Sector : Children’s Services		Office Use
Band: 3	Workplace: Newsham Primary School		JE ref: S1160
Responsible to: SBL/HT	Date: September 2021	Manager Level:	HRMS ref:
Job Purpose: Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.			
Resources/Staff:	None		
Finance:	Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods		
Physical:	Office Equipment, Medical Facilities, Accuracy and Confidentiality of Databases		
Clients:	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)		
Duties and key result areas:			
<u>Organisation</u>			
<ul style="list-style-type: none">• Undertake reception duties and hospitality, answering general telephone and face-to-face enquiries and signing in visitors adhering to safeguarding at all times.• Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc.• Plan the arrangements for educational visits (i.e. book buses/send letters to parents/carers)			
<u>Administration</u>			
<ul style="list-style-type: none">• Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence• Maintain manual and computerised records/management information systems (SIMS)• Produce lists/information/data as required e.g. pupils data• Undertake typing and word-processing and other IT based tasks• Undertake ICT tasks within the LA approved IT systems e.g. SIMS (completing Census returns termly)• Take notes at meetings and prepare minutes• Sort and distribute mail• Undertake administrative procedures• Maintain and collate pupil reports (CPOMS)• Manage the procurement and organisation of school milk for pupils and school use• Undertake routine administration of overdue library books.			
<u>Resources</u>			
<ul style="list-style-type: none">• Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)• Organise a system for monitoring the use of all consumable stock and supplies, cataloguing and distributing as required• Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LA			

Financial Regulations)

- Manage a system that successfully rules out debt for money owed to school – liaising with parents/carers in a sensitive manner.
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders on Oracle
- Complete data entry onto already populated excels as required by senior staff.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Such other responsibilities allocated which are appropriate to 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:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors