

## **JOB DESCRIPTION FOR SENIOR ADMINISTRATOR OFFICER LEVEL 3**

**Job Title:** Administration and Organisation Level 3+

**School:** Parkhill Infants' School

**Grade:** LBR6

**Responsible to:** Headteacher

### **Purpose of the Role:**

Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school.

Responsible for up to five Level 1 and/or Level 2 Administration and Organisation posts. Allocation and checking of work for quality for up to five Level 1 and/or Level 2 Administration and Organisation posts.

### **Key tasks:**

#### **Organisation**

1. Deal with complex reception/visitor etc. matters.
2. Contribute to the planning, development and organisation of support service systems/procedures/policies.
3. Assist in the organisation of school trips/events etc in co-operation with other staff. Ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
4. Supervise, train and develop Administrative Assistants as appropriate.

#### **Administration**

5. Manage manual and computerised record/information systems.
6. Analyse and evaluate data/information and produce reports/information/data as required.
7. Undertake typing and word-processing and complex IT based tasks.
8. Provide personal, administrative and organisational support to other staff.
9. Provide administrative support to the Governing Body.
10. Undertake administration of complex procedures.

11. Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.
12. Undertake the administration of payroll systems.
13. Oversee the organisation and management of procedures relating to admissions ensuring the relevant criteria are adhered to correctly.
14. Manage induction procedures for new children.
15. Book training courses for staff as directed by the Headteacher/SBM
16. Manage the administration of recruitment e.g., arranging advertising, collating documentation for candidates and arranging for this to be sent.
17. Carry out the administration and clerical processes relating to staff recruitment and other staff changes to include medical clearance and criminal record checks as required.

### **Resources**

18. Operate relevant equipment/complex ICT packages.
19. Order, monitor and manage stock within an agreed budget using established school systems.
20. Work with Administrative Assistant to manage uniform/snack/other 'shops' within the school.
21. Report on any deficits and work with senior staff to remedy these.
22. Provide advice and guidance to staff, pupils and others.
23. Assist with procurement and sponsorship.
24. Assist with marketing and promotion of the school.
25. Manage administration of facilities including use of school premises.
26. Assist with complex financial administration procedures.
27. Assist with the planning, monitoring and evaluation of budget.
28. Manage expenditure within an agreed budget.
29. Be responsible for school's registration with Data Protection Agency and quarterly film return to Centre for Education and Finance Management.

### **Responsibilities**

30. Attend and participate in relevant meetings, training and other learning activities and performance development as required.

31. 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.
32. Aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
33. Responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
34. Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

## PERSON SPECIFICATION

### Essential education and qualifications

- Experience in relevant discipline

### Essential key skills, abilities, knowledge, experience, values and behaviours

- Experience of development, management and operation of administrative systems
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation
- Working knowledge of using email and word processing software such as Microsoft Office.
- Confidence interacting with new and emerging technologies.
- Ability to relate well to children and adults
- Ability to communicate effectively to a range of people, including the ability to converse at ease with customer and provide advice in accurate spoken English
- Communication skills with the ability to produce detailed written reports on technical matters for a broad audience
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Able to work effectively in a demanding environment.

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No