Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Admin/Clerical Officer/Assistant Education (Level 3) | **Director/Service/Sector :** Children’s Services | **Office Use** |
| **Band:** 3 | **Workplace:** | JE ref: SG64HRMS 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 | Supervision of a small number of staff including training |
| Finance | Handling and processing , invoices and small amounts of petty cash. |
| Physical | Office Equipment, Accuracy and Security of Databases |
| Clients | Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public) |
| **Duties and key result areas:****Organisation**1.     Assist with the organisation of work on behalf of the Education facilities with the Secure Children’s Home Kyloe House2. Deal with complex reception/visitor systems when required 2.      Assist in the more complex support service work to investigate, collate, record, manipulate, extract and distribute data in accordance with predetermined boundaries or as instructed  Contribute to the planning, development and organisation of support service systems/procedures/policies Process accounts for payment, reconcile of petty cash, and other finance requirements of the school Develop administrative systems in order to meet the specific local requirements Prepare materials for committees, working groups and team meetings3.      Organise and liaise with care team for school trips/events etc4.      Supervise, train and develop staff as appropriate5. Be able to manage the secure environment6. Follow and act on safeguarding expectation within the school7. Develop Risk assessment in partnership with the care staff to manage the environment of secure **Administration**1.      Manage manual and computerised record and information systems e.g. SIMS, 3602.      Analyse and evaluate information and produce reports and information as required3.      Undertake complex IT tasks e.g. handling specific school based record systems and databases4.      Provide personal, administrative and organisational support to other staff including taking minutes for identified education meetings 5.      Provide organisational support to the Advisory Board 6.      Undertake the administration of complex procedures7.      Complete and submit complex forms and returns including those to outside agencies e.g. DfE, Ofsted 8.      Undertake the administration of payroll systems and documents as appropriate**Resources** 1.      Operate relevant equipment and complex ICT packages 2.     3.      4.      Provide advice and guidance to staff, pupils and others5. Take minutes of meeting as requested by Senior managers 5.      Undertake research and provide information to inform decisions6.      Assist with procurement and sponsorship7.      Assist with the marketing and promotion of the school8.      Manage the administration of facilities including the use of school areas9.      Undertake complex financial administrative procedures10. Assist with the planning, monitoring and evaluation of the school’s budget11. Raise invoices and track budget on behalf of the Head Teacher  **Responsibilities**  1.      Comply with and assist with the development of policies and procedures relating to:a.       Child protectionb.      Health and safetyc.      Data protectiond.      ConfidentialityReporting all concerns to an appropriate person.2.      Support the Secure Home school’s policies that ensure equality of opportunity3.      Contribute to the overall ethos of the Home/school4.      Establish constructive relationships and communicate effectively with external agencies5.      Attend and participate in regular meetings6.      Participate in training and development as required.7.      To undertake other duties and responsibilities as required commensurate with the grade of the postThis Home /school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.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:Working patterns:Working conditions: |  |

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**PERSON SPECIFICATION**

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| **Post Title:**  **Admin/Clerical Officer/Assistant (Level 3)** | **Director/Service/Sector: Children’s Services** | Ref: SG3 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing Very good numeracy and literacy skills | NVQ 3  qualification in literacy or numeracyAdvance skills in Microsoft and Google | (a), (t) |
| **Experience** |
| Experience of developing and managing administrative systemsWorking in a school for 2 years or more  | Clerical/Financial /Administrative experience gained within a school or educational settingExperience of managing staffExperience of managing budgetsExperience of working in a secure environment  | (a), (i) |
| **Skills and competencies** |
| Writes clearly and succinctly and correctlyEffective use of IT and other specialist equipment /resources Good IT and keyboard skillsAble to apply new technology to work related situationsAbility to work with children and adultsAbility to work as member of a teamAbility to self evaluate learning needs and actively seek learning opportunities | Experience of educational IT systems and/or other management information systems | (a), (i) |
| **Physical, mental and emotional demands** |
| Able to work in a locked environmentAble to adhere to risk assessments in a locked environment |  |  |
| **Other** |
| Willingness to participate in learning and developmentA commitment to providing a quality administrative support service Reliable keeps good timeDemonstrate integrity and upholds the values and principles of the service to children and young people   | 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