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: SG64  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 | 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 House  2. 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 meetings  3.      Organise and liaise with care team for school trips/events etc  4.      Supervise, train and develop staff as appropriate  5. Be able to manage the secure environment  6. Follow and act on safeguarding expectation within the school  7. 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, 360  2.      Analyse and evaluate information and produce reports and information as required  3.      Undertake complex IT tasks e.g. handling specific school based record systems and databases  4.      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 procedures  7.      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 others  5. Take minutes of meeting as requested by Senior managers  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 areas  9.      Undertake complex financial administrative procedures  10. Assist with the planning, monitoring and evaluation of the school’s budget  11. 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 protection  b.      Health and safety  c.      Data protection  d.      Confidentiality  Reporting all concerns to an appropriate person.  2.      Support the Secure Home school’s policies that ensure equality of opportunity  3.      Contribute to the overall ethos of the Home/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  This 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 numeracy  Advance skills in Microsoft and Google | (a), (t) |
| **Experience** | | |
| Experience of developing and managing administrative systems  Working in a school for 2 years or more | Clerical/Financial /Administrative experience gained within a school or educational setting  Experience of managing staff  Experience of managing budgets  Experience of working in a secure environment | (a), (i) |
| **Skills and competencies** | | |
| Writes clearly and succinctly and correctly  Effective use of IT and other specialist equipment /resources  Good IT and keyboard skills  Able to apply new technology to work related situations  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 IT systems and/or other management information systems | (a), (i) |
| **Physical, mental and emotional demands** | | |
| Able to work in a locked environment  Able to adhere to risk assessments in a locked environment |  |  |
| **Other** | | |
| Willingness to participate in learning and development  A commitment to providing a quality administrative support service  Reliable keeps good time  Demonstrate 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