

Grange View Ce First School
JOB DESCRIPTION

Post Title: Office Administrator (Level 4)	Director/Service/Sector : Children's Services	Office Use
Band: 4	Workplace: Grange View CE First School	SG4
Responsible to: Head Teacher		
Responsible for: The management of the Caretaking and cleaning staff, kitchen staff and Lunchtime supervisors		
Job Purpose: Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.		
Resources	Staff	Supervision of a small number of staff including training
	Finance	Handling cheques, 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/Personnel management <ol style="list-style-type: none"> 1. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies 2. Line Management responsibilities in relation to school administrative staff 3. Manage the day-to-day work of Caretaking and cleaning staff, kitchen staff and Lunchtime supervisors 4. Liaise between managers/teaching staff and support staff 5. Hold regular team meetings with managed staff 6. Assistance with recruitment/induction/training/mentoring for other staff 7. Be involved in the recruitment of other staff 8. Deal with administrative tasks relating to recruitment matters 9. To support the management of the recruitment process for new staff including job descriptions & person specifications, recruitment packs, interviews, offer letters and the issuing of new contracts/contract amendment letters. 10. To be responsible for the full pre-employment (DBS)check procedure for new employees and volunteers and maintain the Single Central Record. 11. To complete and submit the annual school workforce census. 12. To manage staff absenteeism in line with the school's Sickness Absence Management policy, including online sickness recording forms are completed and monitoring staff absence levels and reporting this to the Headteacher. 13. To support in the training and development of all support staff 14. Be aware of health and safety issues in relation to VDU screens and office practice Administration <ol style="list-style-type: none"> 1. Take lead role in the development and maintenance of record/information systems 2. Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required 3. Produce, and respond to, complex correspondence 4. Provide organisational and complex administrative support to other staff 5. Provide organisational and complex advisory support to the Governing Body (if required by the school) 6. Manage complex administrative procedures 7. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES 8. Manage school lettings 9. Organise and monitor progress towards premises repairs alongside head teacher and caretaker. 		

10. Manage the administration of the payroll system (if required by the school)
11. To ensure the effective operation of administrative services to all stakeholders
12. To contribute to and support other staff colleagues in the provision of general administrative and welfare services to pupils.
13. Ability to update information in relation to parent communication including social media and text message service
14. To manage and organise the administration of school events, such as school visits, clubs, parents evenings, etc.
15. To manage and organise administration requirements of the governing body as required.

Resources/ Financial Management

1. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
2. Manage facilities including premises, lettings and associated income, building and projects etc.
3. Manage financial administration procedures
4. Take a lead role in planning, monitoring and evaluation of budget
5. Be responsible for the management of expenditure within an agreed budget
6. Be involved in the recruitment of identified staff
7. Provide administrative support in relation to recruitment and employment matters
8. Provide advice and guidance to staff and others on complex administrative issues
9. Undertake research and obtain information to inform decisions
10. Take a lead role in procurement and securing sponsorship/funding
11. Manage service contracts
12. Manage school licences and insurance
13. Take a lead role in marketing and promoting the school
14. Be aware of health and safety issues in relation to VDU screens and office practice
15. To maintain the school's accounting system to include online banking systems
16. To carry out designated monitoring and control functions within finance operations of the school
17. To assist the Headteacher and Governing Body with the preparation of an annual budget and financial forecasts
18. To assist the Headteacher and Governing Body with the monitoring of the budget and the preparation of management accounts
19. To attend relevant management and Governing Body meetings
20. Respond to budget queries, advising on possible solutions when appropriate
21. To support in the completion and submission of statutory financial returns using online systems
22. To comply with the school's procurement processes making sure value for money is achieved on all purchases
23. To maintain and monitor the school's internal control framework and respond to recommendations made by auditors
24. To account for and report on the school's trading functions such as catering
25. To monitor and reconcile all funding and income received

Responsibilities

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Assist with the development of policies relating to confidentiality and data protection
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos/work/aims of the school
5. Develop constructive relationships and communicate with other agencies/professionals
6. Share expertise and skills with others
7. Participate in training and other learning activities and performance development as required
8. Recognise own strengths and areas of expertise and use these to advise and support others
9. To undertake other duties and responsibilities as required commensurate with the grade of the post
10. To actively support the vision and values of the school, thereby reflecting its strength as a Church of England School.

This 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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Grange View CE First School
PERSON SPECIFICATION

Post Title: Admin Assistant (Level 4)	Director/Service/Sector: Children's Services	Ref: SG4
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills(at least NVQ 2 Qualification) Evidence of on-going professional Development Well-developed ICT skills	Degree in a relevant discipline Business management professional qualification Knowledge of school financial accounting systems	(a), (t)
Experience		
Experience working in an office environment at a senior level Experience of maintaining financial accounting systems Experience of budget management and reporting Experience of people management Experience of safeguarding practices and procedures	Experience of working within a school or educational establishment Experience of payroll administistration Experience of managing and developing a staff team	(a), (i)
Skills and competencies		
Effective use of specialist ICT packages e.g. SIMS, ORACLE, Gmail, Barclays.ne, Dfe Experience of using specialist equipment and resources Full working knowledge of all relevant policies/cods of practice and legislation Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning opportunities Ability to prioritise Ability to work in a team, Ability to manage other staff Ability to communicate with a range of stakeholders Ability to plan, organise and manage own work		(a), (i)
Physical, mental and emotional demands		
Other		
Willingness to participate in personal development	Evidence of learning beyond the work place	(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