Northumberland County Council
JOB DESCRIPTION

Post Title: Admin/Clerical Officer/Assistant (Level 3)	**Director/Service/Sector :** Children's Services	**Office Use**
Band: 3	**Workplace:**	JE ref: SG3 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 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

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate

Administration

1. Manage manual and computerised record and information systems e.g. SIMS
2. Analyse and evaluate information and produce reports and information as required
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
4. Provide personal, administrative and organisational support to other staff
5. Provide organisational support to the Governing Body
6. Undertake the administration of complex procedures
7. Complete and submit complex forms and returns including those to outside agencies e.g. DfE
8. Undertake the administration of payroll systems and documents as appropriate

Resources

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
4. Provide advice and guidance to staff, pupils and others
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 premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

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 school's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the 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 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:	

Northumberland County Council
PERSON SPECIFICATION

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 2 qualification in literacy or numeracy	(a), (t)
Experience		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting Experience of managing staff Experience of managing budgets	(a), (i)
Skills and competencies		
Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills 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 ICT systems and/or other management information systems	(a), (i)
Physical, mental and emotional demands		
Other		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(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