

Northumberland County Council

JOB DESCRIPTION

Post Title: Admin Assistant (Level 4)	Director/Service/Sector : Children's Services		Office Use
Band: 4	Workplace:		JE ref: SG4 HRMS ref:
Responsible to: Senior Admin Manager	Date:	Manager Level:	
Responsible for: The management of the admin. / office staff team			
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			
<ol style="list-style-type: none"> 1. Contribute to 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 school administrative staff 4. Liaise between managers/teaching staff and support staff 5. Hold regular team meetings with managed staff 6. Undertake recruitment/induction/appraisal/training/mentoring for other staff 7. Be involved in the recruitment of other administrative staff 8. Deal with administrative tasks relating to recruitment matters 			
Administration			
<ol style="list-style-type: none"> 1. Contribute to 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. DfE 8. Manage school lettings 9. Organise and monitor progress towards premises repairs 10. Manage the administration of the payroll system (if required by the school) 			
Resources			
<ol style="list-style-type: none"> 1. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources 2. Be involved in the recruitment of administrative staff 			

3. Provide administrative support in relation to recruitment and employment matters
4. Provide advice and guidance to staff and others on complex administrative issues
5. Undertake research and obtain information to inform decisions
6. Take a lead role in procurement and securing sponsorship/funding
7. Manage service contracts
8. Manage school licences and insurance
9. Take a lead role in marketing and promoting the school
10. Manage facilities including premises, lettings and associated income, building and projects etc.
11. Manage financial administration procedures
12. Take a lead role in planning, monitoring and evaluation of budget
13. Be responsible for the management of expenditure within an agreed budget
14. Be aware of health and safety issues in relation to display screen equipment and office practice

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

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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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)	Degree in a relevant discipline	(a), (t)
Experience		
Several years experience working in an office environment at a senior level Experience of managing staff	Experience of working within a school or educational establishment Experience of managing and developing a staff team	(a), (i)
Skills and competencies		
Effective use of specialist ICT packages e.g. SIMS, ORACLE 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		(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