

JOB DESCRIPTION

Job Title:	Administrative Officer (Permanent)
Grade:	Grade 3 Point 7
Job Location:	Sunningdale School
Directorate:	Children's Services
Responsible to:	Headteacher and School Office Manager

Purpose of Job:

- To provide outstanding administrative support in order to meet the needs of the school. Working closely with the School Office Manager to provide a broad range of general clerical/admin duties including direct responsibility for financial resources. In addition to this, to assist in the smooth, effective and efficient functioning of the school in line with the school's policies and procedures.

Principal Responsibilities:

- Working in partnership with the Office Manager and Headteacher and provide support in development and maintenance efficient administrative systems, including financial and accounting procedures.
- Providing support for pupils, teachers and the whole school as outlined below.

Main Duties:

- Fulfilling a range of general tasks of a clerical and administrative nature that assists in the smooth, effective and efficient running of the School.
- Act as first point of contact for general parent, pupil and visitor enquiries in person, via telephone and email.
- Meeting and greeting visitors, ensuring safeguarding procedures are followed.
- Managing the school email. Respond proactively and promptly.
- Maintain and update content of school website and other social media platforms.
- Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
- Updating office systems and school diaries.
- Booking and managing educational visits, events and meetings.
- Organising after school clubs by securing bookings, maintaining registers and managing payments.
- Giving advice and guidance to pupils, teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high-quality service.
- Keeping up to date manual and computerised records ensuring a high level of accuracy is maintained, including annual permission and contact details update.
- Creating and providing reports from the MIS system as required.
- Assisting Office Manager with administration of paperwork e.g. new staff checks.

- Contribution to the maintenance of the Single Central Record and assisting in the maintenance of confidential staff records.
- Supporting with school financial systems in accordance with Financial Regulations.
- Contribute to delivering priorities in the school development plan.
- Contributing to the smooth day-to-day running of the school.
- Be committed to achieving the school's vision and aims.
- To work under the direct supervision of the School Office Manager.
- Such other responsibilities commensurate to the post.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must carry out any other duties as requested by the senior leadership team.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.