



JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL: Highlands Primary School

JOB TITLE: Administration Officer **GRADE:** Grade 4

EVALUATION DATE: 21 October 2021 **JE NUMBER:** HET66

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the school and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school, working flexibly as a member of the team and maintaining confidentiality at all times. Assist with the planning and development of support services.

PRINCIPAL ACCOUNTABILITIES:

Organisation

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| 1. | To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person |
| | To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries |
| | To develop systems and processes to meet operational needs and to ensure the high quality of information held |
| | To be responsible for administering health & safety issues within the school, maintaining accurate records/database and reporting matters of a serious nature to line manager. |
| | To be responsible for administering asset management for the school, maintaining accurate records/database and raising issues of concern with line manager. |
| | To ensure all members of staff have access to accurate and meaningful pupil data from SIMS |
| | To be responsible for sending, receiving and keeping up-to-date all parental consent documentation |
| | Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters |
| | To be the first point of call for all new volunteers, work placements and external supply staff, ensuring all necessary recruitment documentation is in place |
| | To supervise administrative support colleagues including coordination of activity, monitoring outputs and training staff as appropriate |

Administration

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| 2. | To create, manage and manipulate information relating to admissions, asset management, finance, health & safety, sickness absence, student or staffing information or any other service requirement and this will include producing bespoke and complex reports |
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	To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required
	To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
	To record, monitor and report notifiable diseases to LA, Public Health England, Gov.UK, etc
	To be responsible for the administration duties regarding new and potentially new pupils to the nursery, liaising with parents/carers regarding access and placements
	To administer access to early years extended funding and create appropriate records (manual and electronic) to monitor and record information
	To support the Site Facilities Officer in producing rotas for their cleaning staff.
	To complete and submit complex forms, returns etc., to outside agencies e.g. DfE, Gov.UK, LA

Resources

- | | |
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| 3. | Monitor and manage stock within an agreed budget, cataloguing resources, distributing the resources throughout the school and undertaking audits as required |
| | Assist with procurement and repair of assets within the school |
| | Undertake research and obtain information to inform decisions |

RESPONSIBILITIES:

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| 4. | Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| | Be aware of and support difference and ensure equal opportunities for all |
| | Contribute to the overall ethos/work/aims of the school |
| | Establish constructive relationships and communicate with other agencies/professionals |
| | Attend and participate in regular meetings |
| | Participate in training and other learning activities and performance development as required |
| | Recognise own strengths and areas of expertise and use these to advise and support others |
| | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school. |

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:

1. Responsibility for Staff:

- Responsible for the day to day supervision of Administration Assistants including work allocation, work checking plus work-related advice and assistance.
- To be responsible for the welfare and organisation of all work placements, volunteers, etc.

2. Responsibility for Customers/Clients:

- Dealing with complex customer enquiries and providing service related information, providing for the safety and wellbeing of visitors to the school
- Providing advice and guidance on policy and procedure enabling the recipients to make informed choices e.g. Discussing school admissions and appeals procedures with parents/carers/staff.

3. Responsibility for Budgets:

- The post holder monitors the delegated departmental budgets and ensures all expenditure is

kept within budgetary limits.

4. Responsibility for Physical Resources:

- For the ordering, stock control, security and distribution of resources and required assets.
- For the upkeep and accuracy of the school's information management systems.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Teaching and non-teaching staff – health & safety, resources, absence

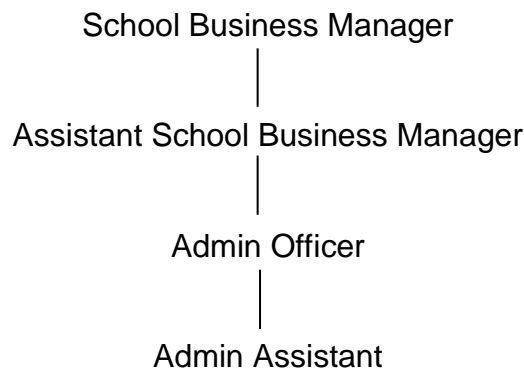
2. With Any Other School Areas

School network – advisory and support
Local community & businesses – advisory and support

3. With External Bodies to the School

Contractors/suppliers – advisory and support
School network – advisory and support
Various colleges, organisations and individuals – volunteers / work placements

ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
1. Qualifications:	GCSE to 5A*-C or equivalent including Maths & English	✓		AF, CQ
	CSBM or willingness to work towards		✓	AF, CQ
	Commitment to on-going professional development	✓		AF, I
	Health and Safety qualification		✓	AF, I
2. Relevant Experience:	Experience of development, management and operation of administrative systems	✓		AF, I
	Experience of working with a variety of electronic databases/systems		✓	AF, I
	Experience of supervising and motivating staff	✓		AF, I
	Experience of interpreting complex data	✓		AF, I
3. Skills (including thinking challenge/mental demands):	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Very good numeracy & literacy skills	✓		AF, I
	Ability to use ICT skills to analyse data	✓		AF, I
	Ability to work using own initiative to set targets to meet the needs of the school	✓		AF, I
	4. Knowledge:	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓	
A good working knowledge of Health & Safety within a school setting		✓		AF, I
A knowledge of school funding especially early years extended funding			✓	AF, I
5. Interpersonal/Communication Skills:	Verbal Skills			
	Highly developed interpersonal skills	✓		AF, I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	Written Skills			
	Excellent written skills, showing sensitivity and tact to all ranges of audiences	✓		AF
	Ability to produce a range of reports for the Leadership team and Governors for day to day and long-term decision making	✓		AF, I

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

6.	Disclosure of Criminal Record:		
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	AF (after short listing)