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| <b>Post title:</b>     | Senior Administrative Officer                  |
| <b>Grade:</b>          | G  |
| <b>Responsible to:</b> | Headteacher/ Business Manager                  |
| <b>Staff managed:</b>  | Finance / Admin staff                          |
| <b>Directorate:</b>    | Children and Young People's Service            |
| <b>School name:</b>    |  |
| <b>Job family:</b>     | <b>C&amp;A - Customer &amp; Administration</b> |
| <b>Date of issue:</b>  | August 2023                                    |

#### Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks required to be undertaken.
- Enhanced DBS clearance required

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| <b>Job Purpose:</b>        | To provide an effective and efficient administrative service to the Headteacher and the School. The post holder will either have significant amount of responsibility for the supervision of other members of support staff OR significant responsibility for monitoring the school budget and other financial administrative duties (delete as appropriate). Also supports the smooth running of the school by managing the lettings of the school and dealing with problems as they arise  |
| <b>Operational Issues:</b> | <ul style="list-style-type: none"> <li>• Organise and control the administrative and clerical support to the Headteacher and staff.</li> <li>• Organise and manage the Information System requirements to provide up to date support for the school.</li> <li>• Contribute to the development of administrative policies and procedures</li> <li>• Administer &amp; manage, where appropriate, the lettings agreements including the calculation and authorisation of payments to the caretaker, advertising of vacant rooms, licensing of the premises and the collecting and accounting of letting income.</li> <li>• Take accurate minutes of meetings.</li> <li>• Liaise with the Caretaker regarding cleaning problems, contractors for Cleaning, Catering and Recreation.</li> <li>• Compile statistical returns for senior management as required.</li> <li>• Analyse and interpret data and produce reports</li> <li>• Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.</li> </ul> |
| <b>Communication:</b>      | <ul style="list-style-type: none"> <li>• Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/ participation at governing body/management team meetings.</li> </ul>  |

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|                                    | <ul style="list-style-type: none"> <li>Communicate effectively with other staff, visitors, Governors, contractors, pupils and their families/carers.</li> </ul>  |
| <b>People/Resource Management:</b> | <ul style="list-style-type: none"> <li>Be involved in setting and monitoring the school budget, including reconciliation of oracle.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Manage the delegated administration/support staff to ensure effective performance of duties.<br/>(delete as appropriate)</li> <li>Manage the day to day administration of the school finances</li> <li>Input income and expenditure information.</li> <li>Process orders and payments for stationary, equipment etc.</li> <li>responsible for the induction and training of delegated support staff in computer systems, procedures and school policies.</li> <li>Participate in training and other learning activities and performance development as required.</li> <li>Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> </ul> |
| <b>Safeguarding:</b>               | <ul style="list-style-type: none"> <li>Adhere to data protection legislation</li> <li>Maintain confidentiality as detailed in procedures</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>Have an awareness and basic knowledge where appropriate of the most recent legislation</li> </ul>   |
| <b>Systems and Information:</b>    | <ul style="list-style-type: none"> <li>Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>Share information as appropriate – in writing, by telephone, electronically and in person.</li> <li>Responsible for ensuring accurate records are maintained and updated as required</li> </ul>   |
| <b>Equalities:</b>                 | <ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own and team members understanding of equality issues</li> </ul>   |

#### Person Specification:

| Essential   | Desirable  |
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| <b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Significant experience in public or private sector finance and administration</li> <li>Experience of managing staff</li> <li>Experience of the use of a range of IT applications</li> <li>Significant knowledge of office and admin systems</li> <li>Knowledge of Health &amp; Safety regulations</li> <li>Knowledge of school procedures</li> </ul> | <ul style="list-style-type: none"> <li>Supervisory experience</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Knowledge of finance for budget management and checking financial records.</li> <li>• Knowledge of procurement procedures</li> <li>• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li> </ul>  |   |
| <b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• Advanced analytical and statistical skills</li> <li>• Excellent problem solving skills</li> <li>• Ability to work on own initiative</li> <li>• High level of literacy and numeracy skills.</li> <li>• Excellent written and verbal communication skills</li> <li>• Report writing skills</li> </ul> |   |
| <b>Behaviours</b> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>   |   |
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 3 qualification in Business/Finance/Administration or equivalent to evidence in-depth knowledge of administrative, finance and business processes</li> <li>• Commitment to undertake training relevant to post.</li> </ul>  | <ul style="list-style-type: none"> <li>• Level 4 qualification</li> <li>• Appropriate first aid training (dependant on the school's needs – insert as appropriate)</li> </ul> |
| <b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Dependability and reliability</li> <li>• Ability to work successfully in a team &amp; lead a small team of staff</li> <li>• Confidentiality</li> <li>• Ability to prioritise conflicting demands and pressures</li> <li>• Ability to work with a wide range of people e.g. pupils, teachers, parents and Governors.</li> </ul>                    |   |
| <b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>                                       |   |
| <b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.</li> </ul>   |   |

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.