

JOB GROUP: PA / SECRETARIAL / ADMINISTRATION / FINANCE OFFICER

Please note: This job group covers all the roles outlined above, and spans 4 different grades including managerial and supervisory. This job description has therefore been edited to remove any duties or comments which are not applicable to this role and grade. The full job description can be made available if required.

Job title:	Administration Officer	Job Ref:	XS 8.8d
School:	Hayeswood First School	Grade:	WMG5 (SCP4-6)
Reports to:	Office Manager		

Main job purpose

To provide efficient administrative support, to ensure compliance the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties

Admin

- To be responsible for maintaining the computerised school attendance registers, and provide analysis and reports as required.
- To undertake administration of recruitment procedures for new staff.
- To act as receptionist to all visitors and to ensure security of the school.
- To undertake a range of other administrative tasks/duties, including maintenance of all pupil, personnel and other records, organisation of central stationery, suppliers catalogues and postage.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Financial

- To raise and authorise orders and invoice requests on the appropriate system.
- To collect and bank monies.

Knowledge & skills

The post requires a high degree of interpersonal, organisation and communication and administrative skills. (Including initiative, flexibility, diplomacy and discretion and a professional approach).

Knowledge and experience of the following ICT software applications: Microsoft Office, SIMS.

Relevant experience of office work, communication skills, and ability to prioritise and organise work of an office.

Should have a minimum of 5 A*-C GCSEs qualification (or equivalent) including English and Mathematics.

Supervision and management

XS8.8d - There is no management or supervisory responsibility

Problem solving and creativity

To prioritise own workload within the overall workload including the timely production of information and analysis of data.

Key contacts and relationships

Daily contact by telephone/face to face with Office Manager, Staff, Pupils, Parents, Governors and other visitors to the school providing information, advice and guidance.

Decision making

To work under the direction of the Office Manager and to take decisions as appropriate.

Working Environment

Working in busy office with frequent interruptions.

First school / primary school environment