JOB DESCRIPTION - CHILDREN AND FAMILIES / CORPORATE SERVICES

IDENTIFICATION

Post Title:	Administrative Officer (Primary)	Post Ref:	
Section:	Primary/Corporate Business Support	Grade:	5
Responsible to:	Head Teacher/Business Support and Development Officer		
Responsible for:	Allocated staff while undertaking clerical duties		

JOB PURPOSE

To provide an efficient and effective administrative, clerical, financial and support service for the school, including workload distribution, reception, word processing/information processing; making full use of appropriate computer systems and software. As part of the Business Support Service, work with the Business Support & Development Officer and colleagues to improve process and practices, to achieve efficiencies.

PRINCIPAL WORKING CONTACTS

Head Teacher and SMT in school
Corporate Business Support Service
Colleagues within the Learning Community
Teaching Staff
Support Staff
Parents/Carers.

MAIN DUTIES

Note: This is a generic job description covering all Administrative Officers in Primary Schools. The main duties listed are typical of all such posts in schools, however, practices may vary within schools.

Provide administrative support to the Head Teacher and members of the Senior Management Team (including email, maintenance of diaries, arranging/servicing meetings, etc.).

Supervise the allocation and completion of clerical tasks.

Deliver a high quality, consistent, responsive and efficient customer and business support service through a variety of formats including written, telephone, face to face, email and online, including, as required, a reception service. Deal with pupil requests and enquiries appropriately.

As required, produce letters, reports, returns and other documents, answering routine correspondence within prescribed limits.

Monitor and maintain the school fund and DSM budgets, providing information as required.

Receive and bank money from pupils and maintain records of all transactions using appropriate systems.

Ensure administration of school meals.

Where required, ensure and maintain stock of school sweatshirts and any other items of clothing.

Process a range of financial documents e.g. orders, invoices, claim forms, resolving routine queries/anomalies and cash handling in line with the Council's financial procedures; including recording income and monitoring expenditure.

Maintain reconcile commitments and expenditure for Head Teacher.

Collate, check and submit returns to Services as required including annual census.

Prepare management information/statistics, as and when required.

Digital tasks including input, maintenance and retrieval of information using a range of software packages.

Act as system administrator for in-house IT systems, reporting issues to the appropriate source.

Maintain asset management inventory, including dealing with repair requests.

Maintain section stationery requirements.

Assist teaching staff with arrangements for class excursions, e.g. coach booking, pricing details, form filling, etc, forwarding information to appropriate sources as required.

Assist the Head Teacher with pupil enrolment and transition arrangements, induction of new staff, etc.

Liaise with outside agencies, e.g. NHS, Psychology Service and/or contact parents as required, and make arrangements for school visiting services.

Undertake general admin/clerical tasks, e.g. photocopying, scanning, etc collate and ensure distribution of documentation using 'paperless' techniques wherever practicable

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Administrative Officer (Primary)

DIVISION/DEPARTMENT SECTION: Corporate Services - Support Staff

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Three National 5s, to include English and Maths	HNC/SVQ3 or equivalent in a relevant subject area e.g. Administration	Application Interview
RELEVANT WORK/OTHER EXPERIENCE	Relevant experience in a modern office General admin, clerical and word processing experience Record keeping Working knowledge of Microsoft packages including Office 365, Teams, Word, Excel	Implementing change Supervision of staff	Application Interview
PARTICULAR SKILLS/ABILITIES	Ability to handle cash and maintain financial records Good communication skills - written and oral Keep calm under pressure	Experience of Microsoft office products	Application Interview
PERSONAL QUALITIES	Friendly, flexible attitude Empathy with children Willing to train other staff		Application Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willing to undertake additional training Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update		Application Interview