

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	School
POST:	Administrative Officer
GRADE OF POST:	Grade 06
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the direction and guidance of senior staff, provide general administrative and financial support to the school.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Receives, sorts and distributes post (post, intranet, and internet).
- Responds to correspondence and emails on behalf of the school.
- Responds to non-standard telephone queries, handles complaints or queries from visitors, parents/carers, pupils.
- Monitors staff/pupil attendance and arranges teacher supply cover as required.
- Undertakes payroll administration.
- Manages diaries on behalf of others.
- Takes notes at meetings.
- Maintains the collection, collation and manipulation of schools data.
- Administers the examination process.
- Collates information for reports and newsletters.
- Oversees document and data information management
- Design and produces documents and reports
- Organise school events, in conjunction with others
- Operates relevant equipment/ICT packages
- Use of school financial systems to generate and pay invoices
- Monitors expenditure
- Supervises others on designated tasks



GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Administrative Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ2 or equivalent in administrative / financial field or ability to demonstrate competence through experience 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Previous general administrative /financial experience Demonstrates sound experience and understanding of ICT packages Knowledge of First Aid procedures Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person. 	<p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.
Skills and Personal Attributes	<ul style="list-style-type: none"> Competent keyboard skills Good numeracy/literacy skills 	<p>Yes</p> <p>Yes</p>	Application form, interview and selection process.



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Work constructively as part of a team • Ability to relate well to children and adults • Plan workload of self and others to meet deadlines and requirements • Ability to communicate through the medium of Welsh. 		