

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Pîl Primary School
POST:	Senior Administrative Officer
GRADE OF POST:	GR08
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the School.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Responsible for maintaining and updating a variety of the School computerised information systems, e.g. Cashless Catering System (pupils' dinner money) and SIMS (pupil admissions, class and attendance records), Hwb administrator scheduling personalised assessments and producing reports, undertake the annual SWAC and PLASC data collection.
- Liaise with Education Welfare Officers, Child Protection Officers and Family Engagement Officer on pupil attendance.
- Collect, check and bank dinner money, sales money, money for school trips and courses. Maintain accounts and handle cash for school funds.
- Analyse and evaluate data/information and produces reports and documents covering such areas as pupil admission and attendance, dinner money accounts and the school fund.
- Provides administrative support to School Governors, taking minutes at meetings as required and a general secretarial/PA service to staff.
- Supports recruitment and selection processes for school and liaises with HR/payroll/pension providers resolving problems and issues.
- To deal initially with complaints from parents and to report any findings to the Headteacher or the appropriate member of staff.
- Operate the telephone/security entrance system and meet visitors, ensuring that they sign in appropriately.
- Completing and submitting all relevant returns/records as required.
- Responsibility for ordering goods on COA financials, check delivery notes, store deliveries and order cleaning supplies.
- Sort, screen and distribute all mail.
- Arrange school events and promotions.
- Manages the school diary adding events, books appointments and meetings for staff and Headteacher. Update SIMS Parent App and school website calendar.

- Line manage the School's Supervisory Assistants, carry out induction training and undertake return to work interviews and welfare meetings.

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 records check through the Disclosure & Barring Service (DBS).

Person Specification

Senior 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.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> QCF (NVQ) Level 4 or equivalent or ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Full knowledge & understanding of school policies and procedures. Sound experience of operating & overseeing administrative / financial systems, e.g. SIMS and COA. Experience of supervising / managing others. 	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent keyboard skills and proficient in the use of both Microsoft Word and Excel. Works constructively as part of a team, understanding school roles & own responsibilities. Ability to self-evaluate learning needs & actively seek learning opportunities. Good communication and interpersonal skills with the ability to work well with people at all levels. Strong organisational skills with the able to work under pressure and prioritise work in order to meet the School's immediate needs. Understands & complies with data protection guidelines on confidentiality & child protection. Ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.