




# Job Description



<b>Job Title: ADMIN OFFICER</b>		<b>Reports To: School Office Manager</b>
<b>Based: Fulford School</b>		<b>Grade: 4</b>
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>	
	To provide an efficient and effective administrative support service. With specific areas of responsibility.	
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>	
	i.	Maintaining accurate records relating to student absence using SIMS.
	ii.	To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.
	iii.	Clerical support (filing, faxing, photocopying). Sort, distribute, post/mail. Taking bookings/hiring out facilities, this may include supporting extended school activities. Implement routine in-house finance systems. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings.
	iv.	To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages.
	v.	To produce standard and individual letters, documents and reports within set guidelines and proscribed timescales.
	vi.	Produce lists eg pupil data. Responsibility for administration in relation to pupil admissions and leavers. Produce accurate returns for external agencies.
	vii.	Supervising the work of other staff, including providing on the job training.
	viii.	Supports in the management of the school budget or a budget area on a day to day basis, maintaining in house finance systems.
	ix.	Assist with the organising of school trips and special events. Provide advice and guidance to pupils, parents and staff.
	x.	First Aid support
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No responsibility for others other than helping induction of new staff	
	No. Reporting -	
	Direct: None	
	Indirect: None	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b>	
	Subject to supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the supervisor/ manager.	
	May need to deal with routine problems.	
	Respond to routine correspondence.	
	Design and apply IT systems to support own work.	
	Ability to give routine advice and seek information from pupils / parents	

5.	<b>CONTACTS &amp; RELATIONSHIPS</b>  Under the guidance of a more senior colleague / Headteacher. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
6.	<b>DECISIONS – discretion &amp; consequences</b>  Working within understood school policies, uses some initiative and judgement. Makes decisions from an established range of alternatives, e.g. inputting/ updating information on the system, flagging errors. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. Judgements involving straightforward, job-related facts or situations. Can suggest modifications/ variations to practices. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.
7.	<b>RESOURCES – financial &amp; equipment</b> <i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i>  Description (Value) Normal office equipment, responsible for the accurate handling and security of small sums of cash and cheques.
8.	<b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b>  <b>Work Demands</b> The job has a constant predictable workload with routine. Required to work to deadlines.  <b>Physical Demands,</b> This role is largely office bound but sometimes involves moving around the school premises  <b>Working Conditions</b> No unpleasant working conditions. Normal office environment  <b>Work Context</b> There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses
9.	<b>KNOWLEDGE &amp; SKILLS</b>  Computer literacy, numerate, typing/secretarial skills. Experience within a clerical / administrative role within a school environment. Working knowledge of SIMs. Understanding of a number of routine administrative work procedures. Ability to provide accurate information. Ability to communicate effectively at all levels. Understanding of SEN and child protection issues. A pro-active record of CPD.

10.	<div data-bbox="167 78 798 123">Position of Job in Organisation Structure</div> <div data-bbox="403 174 935 488"><div data-bbox="403 174 935 280">School Office Manager</div><div data-bbox="598 297 657 349"></div><div data-bbox="453 367 807 488"><b>Administrative Assistant</b></div></div>
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