



# Job Specification

**Job Title:** Administrative Officer

**Grade:** G4

**Reporting to:** Headteacher or Line Manager nominated by the Headteacher

**Location:** School

**Workstyle:** Workplace based

## **Overall Purpose of the Post:**

Under the instruction/ guidance of senior staff: provide general administrative/ financial support to the school.

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WF2 0NP

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Headteacher: Mrs T Swinburne

National Support School  
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<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	NVQ 2 or equivalent qualification e.g. I.L.M. Certificate in Team Leading, OR Support Work In Schools (SWiS) Level 2 OR Experience in relevant discipline OR Level 2 Numeracy/ Literacy skills or willingness to work towards	
<b>Knowledge</b>	Effective use of ICT packages including Integris MIS, Tucasi, TES Foundation, Word, Excel  Use of relevant equipment/ resources  Good keyboard skills  Knowledge of relevant polices/codes of practice & awareness of relevant legislation  Appropriate knowledge of First Aid	Experience in maintaining a website / VLE
<b>Experience</b>	Previous administrative role in a school office	
<b>Physical Skills</b>	General clerical skills involving use of keyboard and mouse	
<b>Competencies and other skills required</b>	Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles & responsibilities and your own position within these  Ability to identify own training & development needs & cooperate with means to address these seek learning opportunities  Ability to prioritise tasks to manage workload effectively  Attention to detail to ensure accuracy in all work	

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## **Key Outcomes/ Activities**

### **Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

### **Administration**

- Provide general clerical/admin., support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

### **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school

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- Assist in the collection, recording and banking of money in relation to school activities
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

#### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

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<b>Responsibility for Resources</b>
<b>Employees (Supervision):</b> None
<b>Financial:</b> None
<b>Physical:</b> Effective use of resources as determined by the Headteacher or nominated Manager.
<b>Customers and Clients:</b> Provide face to face reception service dealing with children and visitors to the school e.g. parents.  Providing general information, advice and guidance on established internal school procedures.

<b>Working Conditions:</b>
Mainly office based

<p><b>Characteristics of the post:</b> Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see page 1 of this job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p> <p><b>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</b></p>
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