

Job Description

School Senior Administration Officer Office Manager - Grade SO2

The following job description outlines the main responsibilities covered by the post of Senior Administration Officer

Responsible to: The Headteacher and Governing Body

Responsible for: Leading and Managing School Office, Reception, Administration and Office Staff

Main Purpose

To act as the focal point for communication, both orally and in writing, with teaching and support staff, pupils, parents and outside agencies while maintaining strict confidentiality

To lead and manage the effective running of the School Office, including school hospitality arrangements. This will include personnel management, financial management, general clerical, administrative and data processing to support the Head Teacher and all staff in school.

Personnel Management of all Staff

- To undertake and co-ordinate the provision of personnel services for all staff
- Maintain personnel records, including salary assessments, sickness, attendance and holiday records, time sheets
- Liaise with payroll and personnel providers including I Trent System, to provide advice on personnel matters and salary enquiries
- Take responsibility for the booking and payment of supply teachers and liaise with supply agencies when necessary.
- To undertake administrative arrangements relating to school based recruitment of staff
- To participate in the interviewing and selection of support staff if required
- Take responsibility for all staff aided administration, including staff, pupil and governors files and statistics
- To have shared responsibility with Headteacher in maintaining and updating DBS files and records

School Office Management and Administration main duties

- To arrange meetings and maintain an appointments diary on behalf of Headteacher
- Ensure the provision of effective organised office and reception services as the schools main public front
- To receive visitors to the school, including parents
- To ensure all children, staff and visitors are signed in and if leaving during the school day are signed out
- To conduct and filter telephone inquiries
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly
- To sort and distribute internal /external mail and relevant emails
- To operate relevant equipment and IT packages [e.g. word, excel, databases, spreadsheets, internet, SIMs]

- Manage the collection, collation and distribution of all statistical and statutory returns
- To draft correspondence and undertake word processing of letters and relevant reports
- To undertake a range of clerical tasks including photocopying, duplicating
- Word-processing confidential letters, reports and documents including policies, school development plan and prospectus if required
- To prepare relevant class lists, class registers and pupil data for staff as required.
- To minute meetings when required
- To prepare and distribute relevant reports for Governing Body and keep a record of meetings and minutes.

Finance

- Assisting in the preparation and planning of the school's annual budget ensuring that the budget is administered and monitored in accordance with the needs of the school.
- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Monitor staff salaries and other payments against budgets, investigating and resolving any issues and queries.
- To establish, operate and maintain the school's budget and accounts. Monitoring the weekly/monthly expenditure and advising Headteacher/Finance Committee of possible under/over spending whilst providing options for varying expenditure.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensure settlement of accounts.
- Ensuring the proper collection, reconciliation and banking of any monies received by the school.
- Providing accurate and up-to-date financial advice to budget holders, Headteacher, Governors and LA as required.
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Maintaining an asset register and inventory with the premises manager.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate finances for the school. Implementing the approved insurances, and handling any claims that arise.
- To be responsible for the effective management of the voluntary fund and school journey accounts.

Pupils and Families

- To establish and maintain appropriate pupil and other records Ensure all pupil records and documents are properly maintained, filed and manually/electronically transferred when pupil leaves
- To process all arrangements relating to in-year admissions and transfers.
- To input data using SIMs and to provide relevant data and reports for school census , PLASC
- To input and transfer data relating to pupil performance at end of Key Stages.
- To advise parents of grants, school meals, school journey, income support, admissions applications

- To administer school milk arrangements by collecting, accurately recording and balancing relevant monies
- To undertake pupil basic first aid/welfare duties , looking after sick pupils , liaising with parents and staff
- To look after children left behind at the end of the school day when required by the Headteacher
- To process, copy and distribute relevant newsletters

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality, data protection, reporting all concerns to an appropriate person
- To actively promote the equalities, diversity and disability policies and procedures of the school.
- In discharging duties to have due regard for Health and Safety
- To participate in relevant training and learning activities as required for own professional development
- To undertake any additional duties commensurate with the grade of the post as directed by Headteacher.