

FOREST MOOR SCHOOL

JOB DESCRIPTION

POST	School Administrative Officer		
GRADE:	Band 4 Scale Points 9 - 13		
RESPONSIBLE TO	School Business Manager		
POST REF	JOB FAMILY	4	

JOB PURPOSE

- To provide an administrative support service to the Headteacher and the school under the direction of the School Business Manager. This will include finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.

JOB CONTEXT

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, credit control of lunch and uniform, inputting invoices onto RM finance, attendance registers, reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken
- Enhanced DBS check is required for this post due to working within a school environment

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational issues

- Provision of administrative duties as required, including but not exclusive to:
- Completing daily school registers and transfer of information to RM Integris.
 - Collection and sending of CTF files through RM Integris.
 - Ensuring pupil data is up to date on RM Integris.
 - Updating lists with new information as received.
 - Liaising with Integrated Passenger Transport and SEN over taxi requests.
 - Assisting in preparation of reports as required, particularly behaviour monitoring.
 - Entering invoices onto RM Finance.
 - Preparing weekly celebration assemblies using photographs provided by teaching staff.
 - Taking minutes at various meetings if required.
 - Electronic diary management.
 - Assisting teaching and non-teaching staff with administration queries and ordering of requisites.
 - Making arrangements for school lettings as necessary eg setting up conference room with tea and coffee facilities.
 - Report concerns and obtain support for any issues raised.

Communication

- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
- Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.
- Attend staff meetings and training days by agreement with the Headteacher.

**People /
Resource
management**

- Participate in the school's performance management scheme.
- Undertake some administration of school accounts, including collecting lunch and uniform monies and payments of invoices.
- Assist in the induction of new employees.
- Monitor stock levels, order office materials, equipment and services and check incoming orders.
- Maintain uniform stock, order and issue as necessary.
- Highlight additional training and supervision needs to build on your skills and knowledge.
- Participate in training and other learning activities and performance development as required.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Know about data protection issues in the context of your role.
- Maintain confidentiality as appropriate
- Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.

**Systems and
Information**

- Maintain computerised and manual pupil/staff records.
- Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
- Share information appropriately – in writing, by telephone, electronically and in person.

Data Protection

- Comply with the County Council's policies and supporting documentation in relation to Information Governance to includes Data Protection, Information Security and Confidentiality

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure

Equalities

- Promote inclusion and acceptance of all pupils and understand the vital importance of this as the first point of contact for the school
- Develop own understanding of equality issues
- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

Flexibility

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Customer Service

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION

School Administrative Officer

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of administration and office systems 	<ul style="list-style-type: none"> • Knowledge of RM Integris and RM Finance
<p>Experience</p> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft Office 	<ul style="list-style-type: none"> • Cash handling experience
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Computer literate • Good interpersonal and communication skills • Good numeracy and literacy skills • Judgemental skills • Ability to produce high quality documents using the Microsoft Office suite of software, particularly Word and Excel • Ability to work to deadlines 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Good interpersonal skills and ability to work successfully in a team • Able to exercise discretion and judgement • Confidentiality • Flexibility • Strong negotiation and mediation skills • Positive motivation for working with children and young people • Commitment to safeguarding and promoting the welfare of children and young people • Calm and measured approach to dealing with conflict and emotional resilience in working with challenging behaviours and attitudes • Appropriate use of personal authority • Be prepared to undertake relevant training 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • Ability to travel for work purposes • Flexible approach to working shift patterns when required • An empathy for equality & diversity 	