

## **1. Job Purpose**

### **Job Description Grade: GR4 subject to formal evaluation under the Pay Equity Review**

The postholder will strategically manage clerical, and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service, upholding the values and vision of our school.

## **2. Key Responsibilities**

### **General**

- 2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.
- 2.2 Maintain the SCR ensuring supporting documentation is updated and relevant.
- 2.3 Supervision of staff as required
- 2.4 Responsibility for establishing contacts with a variety of outside suppliers of goods or services
- 2.5 Management, collection and reconciliation of school monies and providing statistical information as required; administering free school meals and milk in schools scheme.
- 2.6 Responsibility for administering schools' admissions procedures and accurately maintaining the pupil related information system on SIMs.
- 2.7 Responsibility for completing staff returns, and reconciling queries
- 2.8 Managing the quality clerical support including emails, word processing, reprographics and filing.

- 2.9 Working closely with and taking direction from the SLT in administrative and office routines.
- 2.10 Manage the organization of school visits, camps and extra- curricular activities
- 2.11 To adhere to the ethos of the school
- 2.12 To promote the agreed vision and aims of the school.

### **Personnel and Human Resources**

- 2.13 Management of HR Processes within the school, specifically preparations for interviews, safer recruitment training and to reinforce the pre-employment processes. Work with the School Business Manager to ensure compliance of the single central register.
- 2.14 Responsibility for maintenance of staff absence
  - 2.15 Support with the management of supply cover for absent staff and budget monitoring.
- 2.16 To manage other administrative and related support staff, including, leading appropriate performance management for the school administrative team.
- 2.17 To undertake appropriate professional development including adhering to the principle of performance management
  - 2.17.1 To set an example of personal integrity and professionalism
  - 2.17.2 Attendance at appropriate staff meetings and parents' evenings

### **Financial**

- 2.18 Management of Annual Service Returns/School workforce Census/PLASC and responsibility for compiling and returning statistical information as required for City Council, DFE etc.

- 2.19 Management of budget for orders and recording of data relating to the ordering, delivering, receipting and paying invoices, ensuring that financial compliance and deadlines are met
- 2.20 Input/output of data and production of associated financial reports.
- 2.21 Ensuring that individuals including visitors have a responsibility for promoting and safeguarding the welfare of children and young people.
- 2.22 To ensure all tasks are carried out with due regard to Health and Safety

**Premises**

- 2.23 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc.
- 2.24 To oversee appropriate quality assurance procedures are in place and regularly monitored
- 2.25 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**Supervision Received**

3.0 Supervising Officer’s Job Title: Deputy Head

3.1 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
- ~~3. Plan own work to ensure the meeting of defined objectives~~

**3. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Office Administrator Lunchtime supervisors	GR2 GR3	3 11	

**4. Special Conditions**

