



## Job Specification

<b>Job Title:</b> Administrative Officer
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<b>Grade:</b> G4	
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<b>Reporting to:</b> Headteacher or Line Manager nominated by the Headteacher (school)	
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<b>Location:</b> Smawthorne Henry Moore Academy
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<b>Workstyle:</b> Workplace based
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<b>Overall Purpose of the Post:</b>
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Under the guidance of senior staff be the responsible for smooth running of the administration at Smawthorne Henry Moore Academy.
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<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course) <b>Or</b> Experience in relevant discipline	NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)
<b>Knowledge</b>	Effective communication skills – both face to face and telephone  Very good Numeracy/ Literacy Skills  Effective use of ICT and other specialist equipment/resources  Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	
<b>Experience</b>	Experience of development, management and operation of administrative systems	Working in a school office.  Experience of school software systems including: Arbor, ParentMail, EVERY Education, Medical Tracker
<b>Physical Skills</b>	Excellent keyboard skills in the use of computerised systems	
<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 and responsibilities and your own position within these  Ability to self-evaluate learning needs and actively seek learning opportunities	

## **Key Outcomes/ Activities:**

### **Organisation**

- First point of contact at the School Office to deal with reception/visitor queries and sign in visitors to the school site
- Ordering school supplies using the Finance system, receipting deliveries and storing deliveries
- Ensuring front office environment is tidy/displays are up to date

### **Administration**

- Responsibility for administration and upkeep of school meals system for children
- Responsibility for Medical Tracker system to inform parents of first aid incidents
- Provide personal, administrative and organisational support to other staff

### **Resources**

- Operate relevant equipment/complex ICT packages
- Provide advice and guidance to staff, pupils and others
- Assist in the collection, recording and banking of money in relation to school activities

### **Responsibilities**

- Support the development of policies and procedures relating to child protection, health, safety, first aid and security, confidentiality and data protection, reporting all concerns to an appropriate person

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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## **Responsibility for Resources**

### **Employees (Supervision):**

None

### **Financial:**

None

### **Physical:**

Effective use of resources as determined by the Headteacher or nominated Manager.

### **Customers and Clients:**

Providing general information, advice and guidance on school procedures.

## **Working Conditions:**

Office based.

## **Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**