



Job Description: Admin Officer (Grade 4)

The Job Description and Person Specification are important parts of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

The post holder will report to the School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, teaching and other support staff, pupils and parents/carers.

Main Purpose of the job

To provide an efficient, responsive and high-quality financial support to the school.

To work collaboratively with all staff and parents/carers in order to support staff and pupil well-being.

Organisation

1. To assist senior administrative support staff in maintaining an efficient and responsive support and word processing service to the school, ensuring expectations of high service standards are met
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff
3. To arrange meetings, conferences and other events to a high standard
4. Organise business travel arrangements and appointments and maintain up-to-date diaries on behalf of school staff as required

Administration

5. To service meetings and take minutes and or notes and distribute to participants
6. To provide an efficient, accurate word processing support service, carried out to a quality and professional standard
7. To maintain, record and update all administrative information systems and procedures as required, including retrieving and collating information to a high standard
8. To undertake reception duties, dealing with routine telephone, email and face-to-face enquiries and signing in visitors
9. To respond independently to correspondence as required

10. To maintain display boards and to ensure these are refreshed regularly

Resources

11. To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics
12. To be responsible for the administration of financial systems including the processing and recording of purchases and invoices using a purchase card in line with financial regulations
13. To arrange the orderly and secure storage of stocks and supplies
14. To ensure standard office equipment is serviced regularly
15. To provide general advice and guidance to staff, pupils and others

Responsibilities

16. To ensure accuracy and confidentiality of all information produced
17. To provide cover for other administrative colleagues when required
18. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
19. To be aware of and support difference and to ensure equal opportunities for all
20. To contribute to the overall ethos, work and aims of the school
21. To attend and participate in meetings as required
22. To participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Person Specification: Admin Officer (Grade 4)

Experience

- Experience of working in an administrative and finance support environment

Qualifications/Training

- Effective written and verbal communication skills, in English, to liaise with a wide range of people at all levels
- Possess good numeracy skills

Knowledge/Skills

- Ability to plan and prioritise own workload, and that of others, to meet deadlines within fixed timescales
- Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information
- Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems
- Ability to produce accurate minutes or notes from meetings
- Willingness to undergo paediatric first aid training
- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems such as SIMS, Arbor, CPOMS, Inventory etc.
- Have a general knowledge and awareness of the regulatory framework of schools and education
- Have the ability to relate well to children and adults
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Have the ability to identify your own training and development needs and co-operate with the means to address these needs

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workloads demands and new school challenges.
- Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.
- Personal commitment to continuous self-development
- Personal commitment to continuous school improvement
- Personal commitment to the school's professional standards, including dress code, as appropriate
- Be willing to consent to apply for an enhanced disclosure to the DBS.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.