



## Job Description

Job title:	<b>SENIOR ADMIN OFFICER</b>
Grade:	<b>Grade 5, P9-13, in line with the NJC Pay Scales</b>
Responsible to:	<b>The School Business Manager, the Headteacher and members of the Senior Leadership Team</b>
Supervisory responsibility:	<b>Office/Admin Staff</b>

### General Description of the Post:

The postholder is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

- The postholder is required to fully support the vision, ethos and policies of the school.

### Job Purpose:

- To co-ordinate all administrative functions within Admissions and Finance whilst assisting in ensuring the smooth running of the school office.
- To maintain accurate accounts and systems of pupil management and financial control in regards to delegated financial duties. As part of your duties, you are expected to work in conjunction with the School Business Manager.
- Supporting the School Business Manager to ensure the smooth running of the admissions process for Nursery, Reception, In-year starters/leavers and Year 6 into Secondary transition.
- Providing efficient finance assistance to the School Business Manager.
- To be responsible for assisting the School Business Manager to ensure smooth running of the school office.

### Duties and Responsibilities

#### 1. Supporting the School Business Manager to ensure the smooth running of the admissions process for Nursery, Reception, In-year starters/leavers and Year 6 into Secondary transition.

- Administration of the Nursery, Reception, In-year starters/leavers and Year 6 admissions into Secondary School.
- Main point of contact for Admissions, Open Evening, Transition and other student Induction events, with parents, staff at the School.
- Administration of Open Mornings and Evenings, including arranging publicity.
- Keeping up to date with new Admissions Regulations and policies.
- Administration of In-Year admissions in to the School.
- Maintaining Waiting List for all years.
- Contacting previous/current schools for information regarding applicants.
- Informal meeting with Parents/Students to discuss admission.
- Writing offer letters.
- Developing and implementing protocols for In-Year Admissions.
- Ensuring smooth induction and first days.
- Maintaining the school's database of pupil, adding new pupils to the pupil management system whenever required.

- Inputting and updating of all appropriate pupil information and producing reports when required.
- Communication with the School Business Manager and senior leader/class teacher regarding new admissions.
- Assisting with the transfer and receipt of student files (including SEND and Safeguarding records).

**2. Providing efficient finance assistance to the School Business Manager, including:**

- Administrating of the school online payment system, creating new payment items for receipt of income from parents at staff within the school.
- Carrying out FSM checks.
- School journey accounts.
- School accounts and banking of dinner monies.
- To keep a record of expenditures and process payments.
- To keep record of raising activities and general school income.
- Ensure money owed to the school is received in full and in appropriate time, monitoring of any debt and taking action when required to manage debt to the school.
- Reporting of income owed to the School Business Manager and Senior Leaders.
- Producing invoicing in relation to school income received from external sources such as school letting and grants.
- Receipt, recording, safekeeping and banking of all departmental cash income (e.g., sale of clubs, books, stationery, etc).
- Processing purchase orders, ensure receipt of delivered goods and processing invoices.
- Ensuring sufficient departmental funds prior to processing orders.
- Maintenance of accounts filing system, suitable for auditing purposes.

**3. To be responsible for assisting the School Business Manager to ensure smooth running of the school office, including:**

- Providing assistance with information databases during the busiest times of the year.
- Be responsible for keeping accurate records of absences and holiday entitlements for office staff.
- Assisting the teacher in all aspects of her/his role, including contacting parents and pupils where necessary, liaising with the teacher on outcomes
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the teacher, maintaining a confidential filing system.
- Co-ordinates and supervise the work of office staff and to ensure the school office is organised efficiently.
- Liaising with line manager relating to work to be undertaken by the office
- Deputising for the line manager in relation to the above duties, in her/his absence.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of school dinners.

**General Statements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

**To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

**Other**

To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality

- Assist in the smooth running of the school at all times
- Perform any reasonable duties as requested by the Headteacher

**Role review**

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher's approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder's performance review.

**Signature of post holder**..... **Date** .....

**Signature of Headteacher** ..... **Date** .....



**Person Specification: Senior Admin Officer**

Evidence will be gathered from letter of application, references, interview and tasks.

Attributes	Requirements	
	Essential	Desirable
<b>Knowledge / Qualifications</b>	<ul style="list-style-type: none"> <li>• A sound knowledge of computer databases and spreadsheets.</li> <li>• A sound knowledge of using Microsoft software, particularly Excel and Word at an intermediate level.</li> <li>• Excellent written and oral skills.</li> <li>• Knowledge of school administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of local authority policy and procedure surrounding admissions</li> <li>• Knowledge of administrative systems</li> <li>• Relevant basic accounting or booking qualification</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of financial procedures, cash handling and cash security in a similar environment.</li> <li>• Experience working in a school office environment</li> <li>• Experience of purchase ledger and accounts receivable.</li> </ul>
<b>Aptitudes, skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to set and work to agreed targets and work schedules.</li> <li>• Ability to communicate effectively with persons at all levels.</li> <li>• Ability to work pro-actively.</li> <li>• Ability to organise one's own tasks with minimum supervision.</li> <li>• Ability to minute / take notes at meetings</li> <li>• Ability to type quickly and accurately</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Motivated to work with children &amp; young people.</li> <li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> </ul>	

	<ul style="list-style-type: none"><li>• Appropriate attitudes to use of authority &amp; maintaining discipline.</li><li>• The postholder may be required to work outside of normal school hours on occasion, with due notice.</li><li>• All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li><li>• An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li></ul>	
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