


Job Description Admin Officer			
Title Admin – Grade 3	School: Hucknall Flying High Academy	Post Ref	
Job Purpose The provision of a wide and varied range of clerical, administrative and financial support to the school.			
Key Responsibilities <ol style="list-style-type: none">1. To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding, maintaining confidentiality at all times2. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports3. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash4. To develop basic systems and processes to meet operational needs and to ensure the high quality of information held5. To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters6. To provide advice, guidance and support to other administrative staff as required7. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school			
The post holder will perform any other duty or task that is appropriate for the role described.			

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. A good standard of secondary education to GCSE level or equivalent. 2. A good standard of literacy and numeracy. 	
Experience <ol style="list-style-type: none"> 1. Carrying out a wide range complex administrative duties. 2. Interpreting written instructions/manuals to carry out processes and procedures without regular supervision. 3. Working with a variety of IT systems including word processing, spreadsheet and database operation. 4. Handling information in accordance with the Data Protection principles. 5. Dealing with confidential and sensitive information. 6. Handling, processing and reconciling cash, cheques, invoices or equivalent. 7. Co-ordinating admissions for school and nursery pupils, bookings for 'Before and After School' club. 8. Dealing with people and resolving issues. 9. Working as part of a team to meet the needs of the pupils and school community. 10. Working independently, managing a diverse workload whilst maintaining confidence under pressure to meet deadlines. 	

Role Dimensions

1. To manage one other member of staff.
2. Responsible for ensuring a zero level of debt.

Factor		Factor Definition and Relevant Job Information
1	Knowledge	Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent including some experience of similar duties supplemented by relevant training is necessary to undertake the full range of administrative duties e.g. maintaining pupil records, administering trips and visits, routine word processing including preparation of letters and notices to parents/carers, processing routine orders, administering school meals systems, administering admissions and leavers, etc.
2	Mental Skills	Some analysis and interpretation required when determining the most appropriate action from a range of alternative options. Elements of creativity and/or forward thinking are fundamental to the post's activities e.g. gathering and collating data and formatting it appropriately to provide meet the specified statistical information requests, design year group newsletters or publicising school events.
3	Interpersonal/ Communication Skills	Communicating with a wide range of staff, parents/carers and pupils to provide advice, guidance, instruction or information possibly on a range of options to inform choice e.g. advising and guiding parents/carers through the schools admissions and appeals procedures, liaise with bus companies regarding changes to or shortfall in service, dealing with suppliers/contractors with regard to goods and services supplied.
4	Physical Skills	Use of computer keyboard with precision and speed is necessary to carry out the majority of the post's duties. A keyboarding qualification may to necessary as keyboarding skills are integral to the post's duties e.g. word processing documents where layout and formatting is required, time limited data inputting into information systems, production of newsletters, posters, publications, etc.
5	Initiative & Independence	Use of initiative is required to deal with all post related issues and problems that arise provided they fall with policies and procedures. Supervisory support is usually available for unusual or difficult problems including those that fall outside the job holder's remit e.g. dealing with dissatisfied parents/carers/external suppliers to resolve relevant issues.
6	Physical Demands	Duties are predominantly office based and are unlikely to place physical demands on a job holder. There may be an occasional need to lift/carry items of relative low weight over short distances e.g. paper records, mail bags, packs of photocopying paper, unpacking stationery deliveries.

7	Mental Demands	Concentration is applied over a range of routine and defined administrative tasks and activities e.g. collating and processing attendance data, production of routine letters, storage and retrieval of records, arranging school trips and discussing the arrangements with venues. Dealing with interruptions to tasks and duties and responding accordingly.	
8	Emotional Demands	Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness. However the job holder may have to deal with either distressing or disturbing subject matter e.g. minuting meetings and typing notes involving child protection issues (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).	
9	Responsibility for People	A) Dealing with parent/carer/pupil enquiries and providing school related information. Providing for the safety and well being of visitors to the school e.g. signing visitors in and out of the visitor's book, providing refreshments as required.	
		B) Providing advice and guidance on policy and procedure which requires interpretation appropriate to a variety of circumstances/situations which will then enable the recipients to make informed choices e.g. Discussing school's admissions and appeals procedures with parents/carers/staff presenting appropriate options which fit individual circumstances.	
10	Responsibility for Supervision	Job holder is responsible for the day to day supervision of one other member of staff in the team including work allocation, work checking plus work related advice and assistance. This will not include responsibility for the personal development and periodic appraisal of that team of staff.	
11	Responsibility for Financial Resources	Processing cash/cheques/invoices or similar including reconciliation and resolution of routine anomalies e.g. regular collection and balancing of school monies including school meals, milk, breakfast club, nursery charges etc.	
12	Responsibility for Physical Resources	Duties involve the active addition, amendment, correction or deletion of considerable amounts of computer or manual information and this activity forms a key part of the post's duties e.g. updating school's web pages, setting up and maintaining databases, use of spreadsheets to collate, interrogate and present information. It also involves ordering and stock control of a range of office equipment, supplies and consumables e.g. computers, cleaning equipment, furniture, stationery, photocopier paper, inks and cartridges, etc.	
13	Working Conditions	A) Duties may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person which exposes the job holder to some unpleasantness and discomfort.	