

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Héronsbridge School
POST:	Senior Administrative Officer
GRADE OF POST:	Grade 8 SCP 18-20
RESPONSIBLE TO:	Headteacher, Office Manager

JOB PURPOSE:

Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school. Assist with planning and development of support services

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Manages complex manual and computerised record/financial systems and returns.
- Analyse and evaluates data/information and produces reports and documents. Investigates complex complaints and reports findings/issues to others.
- Plans, develops and organises support services and systems.
- Provides administrative support to School Governors, attending meetings as required and provides secretarial/PA service to staff.
- Supports recruitment and selection processes for school and liaises with HR/payroll/pension providers resolving problems and issues.
- Oversees examination processes ensuring availability of resources/rooms and communications systems are in place with staff/pupils.
- Assists with the monitoring/management of budgets and liaising with appropriate budget holders.
- Supervises and or manages support staff.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Senior Administrative Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ3 or equivalent or ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Full knowledge & understanding of relevant codes of practice, policies & awareness of legislation. Experience of operating & supervising administrative / financial systems. Experience of supervising / managing others. 	Yes Yes	Interview, application form and reference.
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent keyboard skills. Ability to communicate through the medium of Welsh Works constructively as part of a team, understanding school roles & own responsibilities. Ability to self-evaluate learning needs & actively seek learning opportunities. 	Yes	Interview, application form and reference.