**Job Description**

DIRECTORATE: Education & Family Support

**DEPARTMENT:** Coety Primary School

**POST:** Administrative Officer

**GRADE OF POST:** GR06

**RESPONSIBLE TO:** Headteacher

**JOB PURPOSE:**

Under the direction and guidance of senior staff, provide general administrative and financial support to the school.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* Receives, sorts and distributes post (post, intranet, and internet).
* Responds to correspondence and emails on behalf of the school.
* Responds to non-standard telephone queries, handles complaints or queries from visitors, parents/carers, pupils.
* Monitors staff/pupil attendance and arranges teacher supply cover as required.
* Undertakes payroll administration.
* Manages diaries on behalf of others.
* Takes notes at meetings.
* Maintains the collection, collation and manipulation of schools data.
* Administers the examination process.
* Collates information for reports and newsletters.
* Oversees document and data information management
* Design and produces documents and reports
* Organise school events, in conjunction with others
* Operates relevant equipment/ICT packages
* Use of school financial systems to generate and pay invoices
* Monitors expenditure
* Supervises others on designated tasks

**DYLETSWYDDAU CYFFREDINOL**

**Iechyd a Diogelwch**

Cyflawni'r rolau a chyfrifoldebau cyffredinol a phenodol a nodir yn y [Polisi Iechyd a Diogelwch](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Cyfle Cyfartal**

Sicrhau bod yr holl weithgareddau yn cael eu gweithredu yn unol â deddfwriaeth cyfle cyfartal ac arfer gorau.

**Diogelu**

Mae amddiffyn plant, pobl ifanc neu oedolion mewn perygl yn un o gyfrifoldebau craidd pob cyflogai. Dylid rhoi gwybod am unrhyw bryderon i'r Tîm Diogelu Oedolion ac Ansawdd neu'r Tîm Asesu Diogelu Plant.

**Adolygiad a Hawl i Amrywio**

Mae'r Disgrifiad Swydd hwn fel yr un cyfredol a chaiff ei adolygu'n rheolaidd. Efallai y bydd gofyn i chi gyflawni tasgau eraill y gellir eu neilltuo i chi'n rhesymol, gan gynnwys gweithgareddau datblygu, sydd o fewn eich gallu a’ch graddfa.

## Gwiriad Cofnodion Troseddol

Mae'r swydd hon yn ei gwneud yn ofynnol cael gwiriad cofnodion troseddol drwy'r Gwasanaeth Datgelu a Gwahardd (DBS).

**Person Specification**

**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 (√).

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| Attributes | **Requirements** | **Essential** | **Method of Evaluation/ Testing** |
| **Qualifications, Education & Training** | * NVQ2 or equivalent in administrative / financial field or ability to demonstrate competence through experience | (√) | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * Previous general administrative /financial experience * Demonstrates sound experience and understanding of ICT packages * Knowledge of First Aid procedures * Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person. | (√)  (√) | Interview, application form and references. |
| **Skills & Personal**  **Qualities** | * Competent keyboard skills * Good numeracy/literacy skills * Work constructively as part of a team * Ability to relate well to children and adults * Plan workload of self and others to meet deadlines and requirements * Ability to communicate through the medium of Welsh |  | Interview, application form and references. |
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