

<b>DIRECTORATE:</b>	Education & Family Support
<b>SCHOOL:</b>	Coety Primary School
<b>POST:</b>	Senior Administrative Officer
<b>GRADE OF POST:</b>	Grade 8
<b>RESPONSIBLE TO:</b>	Administrative Manager

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### **JOB PURPOSE**

Under the guidance of Line Manager or 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.
- Arranges school events and promotional activities.
- Responds positively and proactively to complex requests and queries in-person or via telephone or email on behalf of the school.
- Investigates complex complaints and reports findings/issues to others.
- Liaise with Education Welfare Officers and Child Protection Officers and others of pupil attendance.
- Manages the organisation and delivery of facility management services, including the annual compliance programme.
- Provides annual and monthly returns.
- Liaises and co-operates with BCBC financial staff.
- Liaises with BCBC and external companies on insurance matters.
- Negotiates with suppliers on purchasing/ordering.
- Monitors and manages stocks and supplies within agreed budgets.
- Assists with the monitoring/management of budgets and liaising with appropriate budget holders.
- Supervises and or manages support staff.
- Support with the communication to a range of stakeholders, through the regular updating of the school website, newsletters, etc.
- Operate the on-line dinner money system and chase up outstanding dinner money payments.

**GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974. To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

**REVIEW DATE/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 BUREAU**

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



	- Ability to self-evaluate learning needs and actively seek learning opportunities.	Y	
	- Understands and complies with data protection guidelines, confidentiality and child protection.	Y	

