



New Milton Junior School

Old Milton Road
New Milton
Hampshire
BH25 6DS

Headteacher: Kelvin Geary, B.A. QTS
Deputy Headteacher: Emma Grinyer, B.Ed

Telephone: (01425) 614633
E-mail: admin@nmjs.hants.sch.uk
www.newmiltonjuniorschool.co.uk

New Milton Junior School Application Pack

Role: SENIOR ADMINISTRATIVE OFFICER



Pack includes:

- Job description
- Role Profile- Senior Admin Officer (2128)
- How to apply

NEW MILTON JUNIOR SCHOOL
JOB DESCRIPTION

JOB TITLE: Senior Admin Manager

PURPOSE OF THE JOB

To organise, maintain and monitor the school's financial and personnel systems and to manage office functions to ensure an effective service to the school. To line manage administrative staff, including commissioning and delegation of relevant activities. To be pro-active in systems and operational management to ensure efficient management, tracking, analysis and reporting.

RESPONSIBLE TO: The Headteacher/Deputy Head.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- Offer financial, personnel and systems support and advice as required to Leadership and Management Team.
- Improve and develop financial statements, forecasts and best value procedures.
- Attendance at Finance Committee Meetings to provide information as required including annual budget statement, CFR Return, Financial Summary, and Statement of Internal Control.
- Line and performance management of administrative staff including assisting in the creation and implementation of training / mentoring systems for these staff.

FINANCE

- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations. To be aware of how and where to access the Manual of Financial Practice and Procedure via the County Intranet.
- Monitoring the weekly / monthly expenditure and advising the Headteacher / Finance Committee of possible under / over spending.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School's and Hampshire systems.
- Ensuring the proper collection, reconciliation and banking of any monies received by the School.
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Maintaining an asset register and inventory.

PERSONNEL AND STAFFING

- To be responsible for the effective operation of payroll systems.
- To be responsible for the completion of all new starter paperwork, including Safe Guarding Children, and other documents relating to staff employment.
- Maintain and update personnel database.
- To liaise with the Headteacher on personnel issues.

- Completing and submitting monthly timesheets for staff and supply teachers.
- To be responsible for school personnel administration.
- To liaise with external organisations to ensure that appropriate clearance for new staff is received –medical checks, child protection.
- To be responsible for the maintenance of confidential staff records.
- To hold overall responsibility for school Single Central Record.
- To hold overall responsibility of the Hampshire Finance System.
- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To be responsible for the systems and general management of the School's administrative and financial computer network, the implementation of appropriate Management Information Systems (Arbor) and the administration accounting and record system.
- To provide support for the preparation and production of all school records and publications.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

GENERAL

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Advise on ICT hardware
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Participate in training and other learning activities and performance development as required.
- To meet any other reasonable request made by the headteacher.

Role:

- Start date: 4th Jan 2027 (sooner if notice period allows)
- Pay Grade is E/F depending on experience (FTE- £34273- £46565)
- Part time role
- Permanent contract
- 37 hours per week, 42 weeks per year. (Term time plus 2 weeks)

We are seeking someone who would be able to:

- Effectively manage a school budget
- Manage invoices and make timely payments
- Demonstrate a good knowledge in managing school business systems
- Demonstrate exemplary professional characteristics
- Lead and support a team of committed admin staff
- A good sense of humour is essential

What we offer:

- A range of professional development opportunities
- To be part of a supportive and friendly team
- Being part of thriving school community
- Secure onsite parking

Programmes we use:

- Arbor
- Google
- Microsoft, excel, word
- Access budget management
- Hampshire IBC/ ESS lite system

Experience of a school setting is desirable, but not essential. The successful candidate would need to demonstrate a proven track record of finance and personnel system management.

If you would like further information, please contact the Headteacher Mr Geary via the school email address admin@nmjs.hants.sch.uk

Application process is by completion of attached application form, no CV's will be included.

<https://documents.hants.gov.uk/education/recruitment-supportstaffapplicationform.docx>

Closing date Wednesday 4th November.

Interviews will be held week commencing 9th November.

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

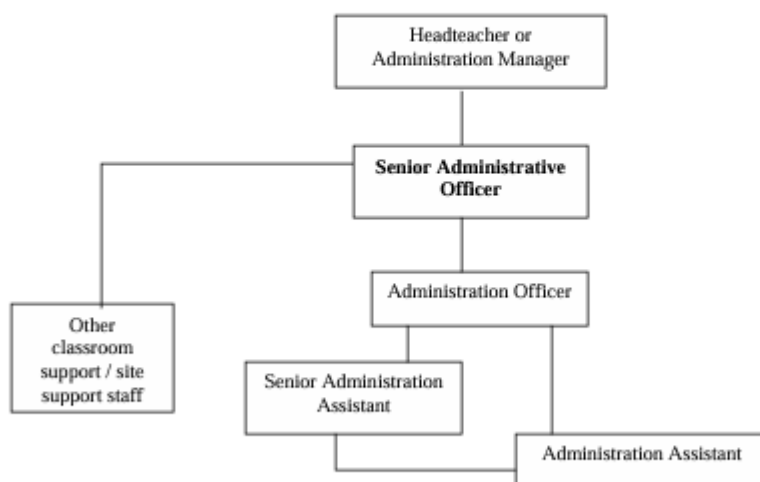
ROLE PROFILE FORM

Section A

Department/Section:	Education (schools)
Role Title:	Senior Administrative Officer (generic)
Reports To - (Supervisor/manager's role title) :	Administration Manager or Headteacher
Role Purpose: (why the role exists)	Promote the delivery of efficient and effective administrative systems and procedures, providing and deploying team management and resources to meet school requirements.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



HAMPSHIRE COUNTY COUNCIL

Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Customer Service	<ul style="list-style-type: none"> • Adopt the lead role in establishing an effective hospitality and reception service for a wide range of customer contacts. Take an active role in organisation-wide core management activities 	10
Administration / Finance support	<ul style="list-style-type: none"> • Manage the delivery of office systems, processes and procedures. • Prioritise workloads and balance resources • Act as the schools' principal adviser on all financial and/or administrative matters • Attend meetings of the governing body • Member of the senior management team 	60
Staff management and teamwork	<ul style="list-style-type: none"> • Takes the lead role in management of all support staff in school • In some cases, has operational responsibility for classroom and site support staff • Ensures appropriate resources available including taking a lead in recruitment and selection of staff 	20
Welfare	<ul style="list-style-type: none"> • Develop and maintain resources/information on welfare and related services for staff and pupils 	5
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> • Complying with relevant legislation e.g. Health & Safety and Fire Regulations. • Maintaining sustainability 	5

HAMPSHIRE COUNTY COUNCIL

Section D - The key decision making areas in the role

Staff Management eg recruitment of staff, training needs, first line disciplinary action(Decides)

Fire and Health & Safety Risk Assessments for school premises (Decides/refers)

Budget Planning with Headteacher (decides on the limits and makes recommendations/ prepares budget / monitors spending)

Supply cover for teacher absence (decides)

Purchasing/choosing suppliers (decides on suppliers and approves best practice/best value on products and services and makes recommendations to internal customers)

Stock Control i.e stationery (monitors levels of stock and maintaining supplies by deciding when to place orders)

Customer Complaints (decides, refers dependent on complaint)

Responsible for cash and payments and system security

Key holder

Responsible for Site Security

General Office service procedures – (decides)

Produce bids for extra funding for the school

Ensuring that all payroll and standard funds are submitted within deadlines in order to obtain payment of Government grants

Areas of responsibility will vary with school size.
Areas/Buildings may be on different levels or sites.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

School Budget amounts allocated from headteacher would be dependent on size and number on the school roll:

- Small to large primary school ranges from £325,000 - £1.2 million

3-6 (direct) reports

Teachers/support staff reporting to Administration Officer depends on size of school

40 calls per day (direct) – varies to size of school

14 visitors per day (direct) – varies to size of school

8 machines (direct) – varies to size of school

suppliers/contractors (direct)

30 correspondence send out per week – varies dependant on number of children on roll

Financial responsibility

Authorised signatory

HAMPSHIRE COUNTY COUNCIL

Section F - The main contacts – external/internal customer contacts and purpose

Internal contacts –

- Headteacher (daily to discuss work priorities)
- All staff; (daily to discuss work priorities and raising queries and seeking guidance on completion of forms, Class Lists and Registration, day to day operational issues).
- Governors (frequent) involvement with Governing Body, Chair of Finance on financial matters
- Pupils – (daily) – admissions, secondary transfer, medical, SIMS, Hampshire Caterers – Residential & Educational visits, transport, telephone calls and pupil supervision
- Contractors – (daily)

External contacts

- OFSTED – intensive every 5/6 years
- Professional External agencies e.g. Education Welfare Office, School nurse, Speech Therapists, Psychologists (daily to visit pupils)
- Parents – letters to parents, School Association, Fundraising
- Community – daily to arrange "Lettings" or generally establishing partnership with the local community
- Auditors – Intensive every four years
- Contractors – occasionally to carry out maintenance work within school

Section G - Working conditions – environment, and physical effort or strain.

Balancing various conflicting requirements of different stakeholders (daily)

Noxious substances e.g. photocopiers/toners

Nausea (children being unwell)

Public (verbal abusive – occasionally/regular)

Children (verbal abusive – regular)

Section H - Context/additional information

Need to make sure don't overspend on a very tight budget

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

- Previous sustained successful experience of working at a senior level in administration
- Normally a formal relevant higher qualification
- Experience of managing staff, budgets and financial accounting