



# Cove Junior School

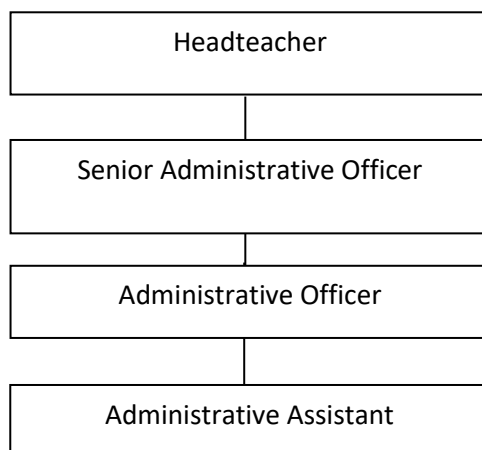
**Role Title:** Senior Administrative Officer

**Role Profile Form Number:** 02128

**Reports to:** Headteacher

**Role Purpose:** To promote the delivery of efficient and effective administrative and financial systems and procedures, providing and deploying team management and resources to meet school requirements.

**Staffing Structure:**



**Accountabilities - Customer Service:**

- 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
- Deal with queries from other schools/organisations/parents/staff/visitors/contractors

**Accountabilities – Administration:**

- Manage ICT systems (including Arbor) to achieve uninterrupted service
- Manage the delivery of office systems, processes and procedures and ensure support practices meet statutory and Local Authority requirements
- Develop and maintain an extensive range of parent/colleague contacts to develop and improve services and use of resources
- Regular contact at senior level throughout HCC (in particular Education Finance Service and Education Personnel Service) to achieve resolution of complex problems and develop partnership working

- Prioritise workloads and balance resources
- Act as system administrator to add new users to email accounts, update staff and maintain existing accounts
- Contribute to the governance of the school by attending governors' meetings and advising the Senior Leadership Team and the Governing Body when required

#### **Accountabilities –Finance support:**

- Act as the school's principal adviser on all financial matters
- Set the school's 3-year budget plan and provide regular budget monitoring reports and budget management advice to the Headteacher and Governors (including capital expenditure)
- Assist in maximising the use of financial resources for the school including identifying potential funding sources and ensuring all qualifying grants are accessed
- Ensure that the school's financial policies and procedures are consistent with the requirements of the Governors, the Local Authority and auditors
- Calculate, check and process overtime, supply costs and staff expense claims
- Investigate, identify and apply cost saving measures

#### **Accountabilities –Staff Management and Team Work:**

- Operational responsibility for the Admin team, Site Manager and cleaning team and Wraparound Care team, promoting teamwork
- Ensure appropriate resources available including taking a lead in recruitment and selection of staff
- Ensure that all personnel information (including on SAP) is accurately recorded, managed and updated
- Adopt the lead role in providing a HR/Payroll administrative services including preparing the annual pay statements for teaching staff
- Organise supply cover for teachers who are absent from school
- Supervise and manage the administrative arrangements for the appointment of staff to the school
- Maintain an awareness of corporate and local policies and procedures. As manager and team leader, ensure these are applied in the workplace e.g. ensuring appropriate training for self and staff
- Contribute to the development and implementation of the longer term vision and objectives of the school.

#### **Accountabilities – Welfare:**

- Develop and maintain resources/information on welfare and related services for staff and pupils including the provision of first aid and medication to pupils and undertaking Accident Investigations

#### **Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability:**

- Ensure the school complies with relevant legislation including Health & Safety and Fire Regulations in liaison with the site manager
- Assess and review risk assessments to ensure health and safety is observed on the site whilst ensuring safe working practices and environment for all site personnel and visitors

- Support the health and safety management in the school to ensure that systems are in place so that all practices and emergency procedures are safe and adhere to Health and Safety requirements
- Act as the school's Data Protection Officer and ensure compliance with data protection and GDPR policy and legislation
- Prepare, review and implement a site development, security, improvement and maintenance programme for the school in consultation with the Site Manager

#### **Key Decision-Making Areas in the Role:**

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

#### **Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, staff)**

- Directly responsible to Headteacher but would be expected to draw up a draft budget in consultation with the Headteacher and draw up a 3 – 5-year financial projection.
- 40 plus staff, 300 pupils –liaison with all regarding finance, purchasing and Health and Safety issues.
- Overview of the school premises including buildings and grounds.

#### **Main Contacts – external/internal contacts and purpose:**

- Headteacher
- Manage own team and share information with team frequently
- Support staff, governors, parents, pupils and other schools, on a daily basis
- Regular liaison with the Admin team, Site Manager and cleaning staff and Wraparound Care staff
- Hampshire County Council - Property Services, Education Finance Service, Education Personnel Service, Integrated Business Centre and other HCC services
- IT providers to ensure uninterrupted service is maintained
- Contracts and suppliers (frequent – agreeing on site work arrangements / briefings to ensure resolution of problems /service or system usage required).

- OFSTED – intensive every 5/6 years
- Liaison with members of the local community and public including relating to lettings
- Liaison with external businesses/partners to develop links and generate income streams.

**Working Conditions:**

- Predominately office-based job, but does include visiting all areas of the school during the course of the week.
- Balancing various conflicting requirements of different stakeholders
- Noxious substances e.g. photocopiers/toners
- Occasional public verbal abuse (angry parents)
- Potentially some lone working
- Some evening working to attend Governor meetings

**Role-related knowledge, skills and experience:**

- 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

**Operationally effective: How would effectiveness in role be demonstrated?**

- Competent in carrying out the management of staff in line with Hampshire County Council's procedures
- Demonstrates experience of leading and developing administrative and financial functions, include sound budget control and advice to a variety of audiences at a senior level
- Knowledge of School's and Council's policies and procedures
- Good working knowledge of council's corporate financial management systems and internal control procedures
- Familiar with and understanding of financial accounting processes operated by the school
- Knowledge of Health and Safety/Security regulations and procedures