



# Pennington C of E Primary School

## BeTheBestYouCanBe!

### SENIOR ADMIN OFFICER JOB DESCRIPTION – E GRADE

#### 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 proactive in systems and operational management to ensure efficient management, tracking, analysis and reporting. To ensure the school site is secure and safe and oversee the management of Fire and Health and Safety systems and ensure that they are effective.

**RESPONSIBLE TO:** The Headteacher.

#### DUTIES AND RESPONSIBILITIES

##### LEADERSHIP AND MANAGEMENT

- Offer financial, personnel and systems support and advice as required to Senior Leadership 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, FMSiS and Statement of Internal Control.
- Line and performance management of administrative assistant including assisting in the creation and implementation of training / mentoring systems for them.

##### 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 computerised accounting 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 safeguarding Children, and other documents relating to staff employment.

**Headteacher: Kirstie Richards**



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- 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 of the HCSS.
- To book supply where necessary for the school

### ADMINISTRATION

- 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 and the full computerisation of the administration accounting and record system, including desk top publishing.
- To provide support for the preparation and production of all school records and publications.
- To maintain Pupil Records.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To promote the school through IT systems/publications.
- To enhance the school's public relation's image through monitoring the development and implementation of quality procedures throughout the school
- Support the engagement and management of contractors

### 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

**Headteacher: Kirstie Richards**