

Owslebury Primary School

Job Description

Role Title: Administrative Officer

Responsible to: Headteacher

Purpose of the job

- To understand the impact of the school development plan and its aims on the school budget and finances.
- To operate, maintain and develop the financial procedures and systems of the school ensuring that legal and safety requirements are met.
- To work alongside the headteacher, admin assistant and all members of the school community.
- To ensure that the school is fully prepared to meet OFSTED financial criteria.
- To liaise with relevant members of the Local education authority.
- To promote at all times the aims and ethos of the school which is child centred.
- To assist with the supervision of pupils when appropriate. Undertake relevant training to ensure compliance with corporate procedures.

Financial Accounting

- Prepare, manage and monitor the annual allocated budget in conjunction with the Headteacher
- Ensure that the school's financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors
- Manage the day to day operation of finance
- Prepare regular, standard financial accounting reports for the Headteacher and Governors, attending Finance Committee meetings within school time.
- Keep records and analyse information relating to allocations against the budgets
- Administer the procurement system (SAP) for goods and services
- Collect, reconcile, and calculate all cash, receipts and payments and prepare cash for banking in conjunction with the admin assistant
- Submit Capital bids to the local authority and maintain control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors with the Headteacher
- Make purchasing recommendations and administer invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies
- Advise on requisitioning procedures including guidance on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services
- Liaise with Education Financial Services (EFS) and other relevant agencies to ensure effective budgeting and benchmarking

HR/Personnel

- Responsibility for the effective operation of payroll systems, reconciling payroll regularly.
- Liaise with the Headteacher on personnel issues
- Responsible for school personnel administration
- Maintain and update staff salary database and ensure integrity of data
- Responsible for the completion of all new starter paperwork and other documents relating to staff employment
- Record all monthly salary claims for supply teachers and casual staff onto the SAP payroll system
- Liaise with external organisations to ensure that appropriate clearance for new staff is received – medical checks (Occupational Health), child protection (DBS)
- Deal with sensitive and confidential matters
- To produce Workforce census

Safeguarding

- Work with the Headteacher, to ensure the effective administration of procedures, training and risk assessment related to Health and Safety on the school site
- Be trained in and adopt safer recruitment practice and procedures, including efficient implementation of the Single Central Record
- Ensure the maintenance of pupil records within Arbor

Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability

- Take a lead role in ensuring that the health and safety management systems are in line with county recommendations
- Comply with relevant legislation e.g. Health and Safety and Fire Regulations
- Arrange and record relevant Health and Safety training
- Assume the role of Data Protection Officer and maintain compliance with Data Protection Regulations

Staff and site management

- To work in partnership with colleagues
- Work in partnership with governors, specifically the finance committee and attend governing body meetings and sub-committee meetings as required
- Manage any contractors and visitors to the school during the school day
- Maintain contact with staff during times of absence
- Provide a lead in establishing a welcoming and efficient hospitality and reception service for a range of visitors to the school
- Ensure that effective safety measures are observed in Reception to enable high levels of on-site security

Administration

- Manage the administrative function including the administrative ICT facilities, school reception, photocopier, records and telephone
- To be responsible for the School Information Management System (Arbor)
- Maintain the production of all school records and publications
- Maintain Pupil Records
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain and control the school's inventory and carry out annual stock take
- Arrange for the appropriate maintenance or repair of school equipment and premises
- Process necessary documentation for school lettings
- Undertake Admissions and process applications for new starters, liaising with previous schools where necessary. Send out Welcome packs to new intakes and liaise with HCC Admissions department.

Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher