

## Job Description



**Post Title:** Senior Administrative Officer

**Responsible to:** Headteacher

**Purpose of the role:** To lead and manage the school's administrative, financial and operational systems, ensuring the delivery of efficient, effective, and compliant services that support the smooth running of the school. The postholder will play a key role in supporting the Headteacher and Senior Leadership Team, contributing to the overall effectiveness and strategic development of the school.

Accountabilities	Responsibilities
<b>Administration and Financial Management</b>	<ul style="list-style-type: none"> <li>• Support budget preparation, monitoring, and management for the school.</li> <li>• Produce forecasts of income and expenditure and prepare regular financial reports.</li> <li>• Ensure compliance with financial regulations, policies, and audit requirements.</li> <li>• Manage day-to-day financial operations, including:                             <ul style="list-style-type: none"> <li>○ Processing invoices, payments, and claims</li> <li>○ Reconciling cash and banking transactions</li> <li>○ Maintaining accurate financial records</li> </ul> </li> <li>• Administer purchasing processes and recommend best-value suppliers.</li> <li>• Support tendering processes and contractor selection</li> <li>• Manage petty cash, unofficial funds, and year-end accounts.</li> <li>• Ensure all eligible grants are identified and claimed.</li> <li>• Advise budget holders on financial monitoring and control.</li> <li>• Provide financial information and guidance to staff and leadership.</li> <li>• Attend and contribute to Finance Committee meetings (advisory capacity).</li> <li>• Liaise with governors, auditors, payroll, and finance colleagues.</li> <li>• Maintain financial systems and databases, ensuring data accuracy.</li> <li>• Produce spreadsheets, reports, and statutory returns.</li> <li>• Administer payroll and personnel data systems.</li> </ul>
<b>Facilities and Property Management</b>	<ul style="list-style-type: none"> <li>• Work with the Caretaker to manage the maintenance of the school site, including the purchase, repair, and replacement of furniture and fittings, ensuring Health and Safety standards are maintained.</li> <li>• Ensure ancillary services (e.g. catering, cleaning) are monitored and managed effectively.</li> <li>• Manage the letting of school premises to external organisations to support extended services and meet local community needs.</li> </ul>
<b>Administration and Customer Service</b>	<ul style="list-style-type: none"> <li>• Support general office administration and respond to enquiries.</li> <li>• Maintain staff absence records and process payroll-related documentation.</li> <li>• Assist with recruitment administration and staff records.</li> <li>• Maintain inventory systems and conduct stock checks.</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Supervise, support, and appraise administrative staff</li> <li>• Support recruitment, induction, and training of staff</li> </ul>
<b>Compliance, Health and Safety and Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with:                             <ul style="list-style-type: none"> <li>○ Health and Safety legislation</li> <li>○ Fire and site safety regulations</li> <li>○ School and local authority policies</li> </ul> </li> <li>• Support or lead on risk assessments and site security arrangements</li> <li>• Maintain effective internal controls and risk management procedures</li> </ul>

**The accountabilities and responsibilities listed here are neither definitive nor exhaustive. The job description is therefore subject to change to reflect or anticipate changes in the post that may be required to accommodate the needs of the pupils and the school.**

### Person Specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent), including English and Maths (Grade C/4 or above)</li> <li>• Desirable: AAT qualification (or working towards)</li> <li>• Paediatric First Aid Certificate, or willingness to obtain.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of:</li> <li>• School administrative systems (e.g. MIS)</li> <li>• Financial management systems and processes</li> <li>• Payroll and audit requirements</li> <li>• Excellent organisational, communication and problem-solving skills</li> <li>• Ability to manage competing priorities and work under pressure</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Strong numerical and analytical skills</li> <li>• Excellent organisation and time management</li> <li>• Effective communication (written and verbal)</li> <li>• Ability to explain financial information to non-financial staff</li> <li>• Strong IT skills (Excel, databases, financial systems)</li> <li>• Ability to work independently and prioritise workload</li> </ul>
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality at all times</li> <li>• Contribute to safeguarding and promote pupil welfare</li> <li>• Undertake training as required</li> <li>• Undertake any other duties appropriate to the role and grade</li> </ul>