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AI-generated content may be incorrect.

**JOB DESCRIPTION/ PERSON SPECIFICATION**

**Role Title:** Senior Administrative Officer

**Reports To:** Headteacher

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

**Main duties and responsibilities**

**Financial Accounting:**

* Support the headteacher in preparing, managing and monitoring the annually allocated budget
* Hold overall responsibility of financial systems and databases, inputting and extracting data and producing statistical returns as required by HCC, School Governors and the DfE
* Manage the day-to-day operation of finance ensuring the financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors
* Prepare forecasts of income and expenditure and communicate a timetable of financial and management accounts
* Prepare regular, standard financial accounting reports for the Headteacher/Governors.
* Process and account for goods and services supplied on credit
* Calculate, check and authorise payments including wage claims
* Assist with the overview of the tendering exercise and make recommendations on which contractors to engage
* 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 other schools on financial and administrative aspects of their work
* Attend meetings with the Headteacher and Governors to discuss, prepare and act as the principal adviser on finance and administrative agenda items
* Ensure that all qualifying grants are accessed with the correct paperwork

**Administration and customer service:**

* Adopt the lead role in establishing an effective hospitality and reception service for a wide range of customer contacts.
* Manage the delivery of office systems, processes and procedures, prioritising workloads and balancing resources
* Advise on financial and administrative matters as a member of the senior leadership team
* Answer the telephone, receive visitors to the school and answer enquiries when required
* Record all staff absences and ensure claims for reimbursement are completed promptly
* Supply information for a specific purpose, identifying and accessing relevant data as data protection officer
* Maintain and control the school’s inventory
* Process appropriate HR forms to generate staff pay and changes to terms and conditions
* Process all routine aspects of teaching and support staff appointments
* Administer the staff salary database and ensure integrity of data

**Staff Management, teamwork and corporate and statutory initiatives:**

* Supervise, develop and appraise office staff/caretaker and assume operational responsibility for site support staff
* Assist with the appointment of new staff
* Carry out the induction of new staff for whom you are directly responsible
* Comply with relevant legislation including Health and Safety, Fire Regulations, HCC Financial regulations and standing orders

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | 5 GCSEs at Grade C or above (or equivalent) including English and Maths  Experience of managing staff, budgets and financial accounting and able to demonstrate sound financial management  Understanding of requisition procedures, arranging and processing payments and keeping accurate records  Sustained successful experience working at a senior level in administration  Competent in a range of computer software tools and Packages such as core Microsoft packages (Word, Excel and financial software/ databases  Demonstrates the ability to develop and maintain efficient administrative systems | Formal relevant higher qualification  Part qualified (or studying) AAT (Accounting)  1-2 years financial experience or more  Has worked in an administrative role in a school before. |
| **Professional Knowledge and Experience** | Confident and effective communicator in a wide variety of forms  Able to prioritise workload  Will take prompt action to alert leaders to matters of high priority to enable appropriate and timely action to be taken  Able to use initiative to provide appropriate information in a variety of formats  Experience of effectively supervising and line managing staff, where this is a requirement of the post |  |
| **Personal Characteristics** | Able to show a warm, friendly and welcoming approach to all stakeholders  Enjoys building and developing strong and supportive relationships with staff, governors, parents and children.  Able to stay calm and work confidently as a team player who enjoys meeting the challenges of a vibrant school environment  Sense of humour and capacity to support, motivate and inspire others  Able to work flexibly and efficiently to adapt to changing situations  Able to prioritise and meet deadlines  Able to use own initiative and solve problems  Shows a strong commitment to learning new skills and continuing professional development opportunities  Resilience to overcome occasional conflict | Can evidence how conciliation skills have calmed a more intense situation |