



Title: Senior Administrative Officer - permanent
Grade of Post: EHCC Grade E (£30 859 - £33 951)

Status of Post	This is a senior post within the school and involves working closely with the Headteacher to develop, direct and coordinate the full range of school financial and administrative services.
Job Purpose	<ul style="list-style-type: none">• To ensure the smooth day-to-day running of the office• To provide financial planning, systems, monitoring and administrative support to meet the needs of the school

Main expectations of the role

- Prepare the school's annual budget and associated information in consultation with the Headteacher
- Investigate, identify and apply cost saving measures
- Contribute to the management of the school by advising the Headteacher and the governing body when required
- Negotiate and monitor the performance of contracts for services
- Maximise the use of financial resources by the school
- Project manage capital developments on behalf of the school
- Regular contact at senior level throughout HCC to achieve resolution of complex problems and develop partnership working
- Maintain an awareness of corporate and local policies and procedures and ensure these are applied in the workplace e.g. ensuring appropriate training for staff and self
- Supervise and manage the administrative arrangements for the appointment of staff to the school
- Complying with relevant legislation e.g. health and safety, financial policies and procedures

SKILLS AND APTITUDES	Essential	Desirable
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT		
GCSE in maths and English, level C or above	•	
Formal business or financial qualification		•
EXPERIENCE		
Successful management of a budget	•	
Previous successful employment within finance	•	
Knowledge of Hampshire County Council procedures, financial regulations and governor guidance		•
Experience of effectively supervising staff		•
Knowledge and experience of Arbor or a similar management information system		•
PROFESSIONAL ATTRIBUTES		
A team player, who is able to work closely with other staff and parents to ensure the best outcomes for our pupils	•	
Accurate and well organised in approach	•	
Enjoys working on their own initiative	•	
Good IT skills	•	
Ability to communicate basic information effectively to a range of audiences, both through oral and written means	•	
Able to prioritise, plan and manage workload	•	
Respect for confidentiality at all times	•	