

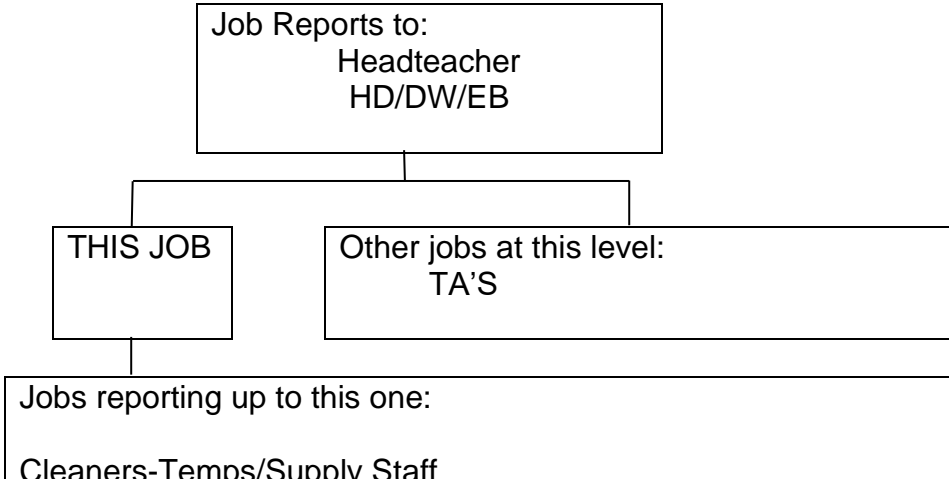


## JOB DESCRIPTION

**Form  
JD1**

<b>JOB TITLE:</b> Admin Officer / Team Leader		<b>POST NUMBER:</b> E****743	
<b>REPORTS TO</b> (Job Title):			
<b>DEPARTMENT:</b> Schools		<b>GRADE:</b> 4	
<b>JE REF:</b>	1290	<b>PANEL DATE:</b>	241108
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>		
	To provide an efficient and effective administration support service. With specific areas of responsibility.		
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>		
	i.	To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.	
	ii.	Clerical support (filing, photocopying). Sort, distribute, post/mail. Taking bookings / hiring out facilities, this may include supporting extended school activities. Process invoices, routine orders and payments. Arrange appointments. Minute meetings	
	iii.	Collects, banks, balances and maintain accounts for monies. Manage a budget area. Produce orders.	
	iv.	To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages.	
	v.	To produce standard and individual letters, documents and reports within set guidelines and proscribed timescales.	
	vi.	Produce lists eg pupil data. Responsibility for administration in relation to pupil admissions & leavers. Administration for school lettings. Produce accurate returns for external agencies	
	vii.	Supports in the management of the school budget or a budget area on a day to day basis, maintaining in-house finance systems.	
	viii.	Production of school prospectus (including content). Under the direction of a senior colleague / Headteacher, obtaining best value for service contracts and orders.	
	ix.	Assist with organising school trips and special events. Provide advice and guidance to pupils, parents and staff.	
	x.	Specialist technical responsibilities. Provide specialist premises / maintenance skills.	

3.	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work.</p> <p>Direct: - Usually up to 5 staff</p>
4.	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise. Design and apply IT systems to support work of the team – under direction of line manager. Developing new ways of presenting information, through ICT systems. Create new stationery/internal forms. Ability to give advice and seek information from pupils / parents</p>
5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>Dealing with issues which may not be straightforward and may require diplomacy and tact to resolve. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.</p>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>Management of own day to day work and supervision of other admin staff. Working without close supervision, but subject to established procedures, practices and routines. Judgement is required when providing solutions to problems. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. Can make modifications/ variations to practices. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b>  <i>(Not budget, and not including desktop equipment.)</i></p> <p>Description (Value)  Normal office equipment, responsible for the accurate handling and security of small sums of cash and cheques.</p>

<p><b>8.</b></p>	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work Demands</b> Required to work to strict deadlines set by Headteacher / line manager.</p> <p><b>Physical Demands,</b> This role is largely office bound but sometimes involves moving around the school premises.</p> <p><b>Working Conditions</b> No unpleasant working conditions. Normal office environment.</p> <p><b>Work Context</b> There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
<p><b>9.</b></p>	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>Computer literacy, numerate, typing/secretarial skills. A good understanding of a number of routine administrative work procedures. Practical knowledge of various computer software packages. Ability to input and understand data. Ability to communicate effectively at all levels. Able to organise own work and that of others. Understanding of SEN and child protection issues. A pro-active record of CPD.</p>
<p><b>10.</b></p>	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A["Job Reports to: Headteacher HD/DW/EB"] --- B["THIS JOB"]     A --- C["Other jobs at this level: TA'S"]     B --- D["Jobs reporting up to this one: Cleaners-Temps/Supply Staff"]   </pre> <p>The diagram is an organizational chart. At the top is a box containing the text "Job Reports to: Headteacher HD/DW/EB". A vertical line descends from the bottom center of this box and splits into two horizontal lines. The left horizontal line leads to a box labeled "THIS JOB". The right horizontal line leads to a larger box labeled "Other jobs at this level: TA'S". From the bottom center of the "THIS JOB" box, a vertical line descends to a box labeled "Jobs reporting up to this one: Cleaners-Temps/Supply Staff".</p>