



## Job Description

### School Administrative Officer

Salary scale: H6 £21,693 - £23,866 + fringe

Contract: Term time plus inset days

Hours: 37 hours per week

### Purpose of the role

To lead and manage the school's administrative systems, ensuring the most effective use of resources to support the children's learning.

To support the Principal in all of the school's activities.

To manage the school office including the staff and functions.

To liaise with the Trust Central Team regarding finance, HR and Facilities queries.

### Management and Supervision

The post holder reports directly to the Principal.

### Key responsibilities

- Manage the administrative functions and staff on a day to day basis to ensure the smooth running of the school office. Be responsible for administrative staff performance management.
- Provide support, advice and guidance on administrative issues to senior staff, Local Advisory Body and others.
- Liaise with other staff, pupils, parents/carers and external agencies.
- Maintain and monitor administration systems.
- Allocate work to administrative staff.
- Completion of the School Census and Workforce Census.
- Maintain and update the school website in liaison with IT contractor.
- Arrange cover in liaison with SLT.

#### Financial

- Responsibility for maintaining parent payment system.
- Input of purchase orders onto the Trust finance system, tie up invoices and delivery notes and send to the Central Team for processing. Liaise with the Central Team regarding invoice queries.
- Manage lettings and the use of premises for the use of outside organisations and local community.
- IR35 checks on local contractors.

### **Human Resources**

- Manage people processes such as changes of contracts, resignations, maternity leave, end of fixed term appointments.
- To be the first point of contact for all staff on pay and contract queries, escalating to the Senior HR Officer when required.
- Oversee maintenance of the Single Central Record, local induction and on boarding arrangements.
- Check nominal roll and completion of the annual Workforce Census.
- Responsible for effective operation of payroll system, Remote Timesheet Entry.
- Book courses for staff training and maintain record of training,
- Maintain the personnel database and files.

### **Operations**

- Preparation and up-keep of school inventory.
- Preparation of Business Continuity Plan.
- Create and review appropriate school risk assessments.
- Liaison with the named IT provider.
- Liaison with the central facilities team.

## **Health and Safety**

To be aware of and comply with the School's Health and Safety policies.

## **Safeguarding**

To be aware of and comply with the school's Safeguarding policies.

## **Data Protection**

To be aware of and comply with responsibilities under the Data Protection Act (1984) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

<b>Knowledge</b> <i>Essential</i> Knowledge of administration policies and procedures Good knowledge of ICT packages and systems (word, power point, Excel, SIMS, SAP) Communication (written and verbal) Organisational skills Detail Handling Monitoring People Management	<b>Competencies</b> <i>Desirable</i> NVQ level 3 (or equivalent) in business and administration Working at level 1 of the NASBM professional standards Level 1 Safeguarding Understanding of the Schools ethos and values
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