

## JOB DESCRIPTION

|                     |  |                             |            |
|---------------------|--|-----------------------------|------------|
| <b>Job Title</b>    | Senior Administration Officer  |                             |            |
| <b>Location</b>     | Exeter Learning Academy Trust Schools<br>(Initially based at Bowhill Primary School) |                             |            |
| <b>Reporting to</b> | Trust Business Manager   |                             |            |
| <b>Job Terms</b>    | Term Time only   |                             |            |
| <b>Post Number</b>  | ELAT004  | <b>Grade</b>                | F          |
| <b>Department</b>   | Business   | <b>Effective date of JD</b> | 08/05/2018 |

### Job Purpose including main duties and responsibilities:

Plan and deliver a comprehensive administration service and provide recommendations, advice and support to the school leadership team and governing body, across or within specialist areas.

### Main duties and responsibilities:

- Support the Headteacher and Trust Business Manager in their non-teaching responsibilities related to leadership, administration and management.
- Ensure the effective deployment of a local budget, provide support services, and participate in the development of the school management and development plan.
- To help prepare the annual budget for the Governing Body.
- To monitor expenditure against budget and advise the Headteacher of variations.
- To maintain and manage separate accounts as required (e.g. the School Fund).
- To prepare estimates and costings as directed.
- To process orders, requisitions and invoices.
- To reconcile financial records and bank statements and refer issues to Trust Business Manager.
- To manage the safe receipt and handling of cash and supporting documentation.
- To prepare pay returns and claims for grants, allowances, expenses, etc. To be the main respondent to queries from staff on pay and conditions of service, referring unanswered queries to the Trust Business Manager in the first instance.
- Utilise experience to help solve problems that arise, usually by the identification and selection of solutions from a range of diversified established procedures and standards.
- Administration for pupil attendance, pupil meals, school trips and pupil data.
- Completion of all statutory and non-statutory returns in accordance with strict deadlines.
- A broad knowledge and practical experience of finance and office administration, using this to influence decisions and communicate effectively to school leaders.
- To manage supply teaching cover and maintain an oversight on returns and costings.
- Issue all Personnel Contracts of Employment and take overall responsibility for providing recommendations/guidance on a range of HR issues, such as managing absence, capability, annual leave, working conditions.
- To develop financial and human resources support across the Trust Schools.
- To liaise with all appropriate agencies and external specialist staff.
- To adhere to all safeguarding procedures and policies.

### ICT Management:

- To manage the school's computerised administrative systems and advise the Headteacher on use/development of Admin specific systems.
- To maintain supplies of ICT consumables.

**Office Management:**

- To be responsible for day to day management of an efficient and effective school office.
- To prepare information for management reports, statistical returns (e.g. School Census) and other statutory and voluntary returns.
- To manage all recurring administrative contracts e.g. paper contract, photocopier, etc.

**Personnel Administration:**

- To administer contracts of employment as directed by the Headteacher/Trust Business Manager.
- To make assessments and adjustments of salaries as directed by the Headteacher.
- To be involved with recruitment as required across the Trust schools and manage the administrative arrangements for all Bowhill primary School staff recruitment and absence.
- To be responsible for personnel administration and systems including the custody of personnel records, single central record and vetting and verification checks.

**Premises Management:**

- To monitor, identify and manage Health and Safety issues for Bowhill Primary School, and maintain appropriate checks and documentation.
- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's health & safety policy statement is available to all staff.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher and where appropriate the Health & Safety Executive.

**Creativity and Innovation:**

- Design, review and implement school policies covering procedures across a wide range of areas including Personnel, Health and Safety, Administration and Site Management.
- Design, implement and maintain administrative and financial systems and procedures, e.g. for monitoring budget projections or a process developing manual and computerised personnel administration systems, including the custody and security of personal records.
- Supporting the Trust Business Manager to develop Finance and Human Resources processes and procedures across the Trust schools.

**Links with other officers, Pupils, Service users or Members of the Public:**

- Daily contact is made with the Trust Business Manager around operation matters and the strategic development of Exeter Learning Academy Trust.
- Regular with the Headteacher and senior teaching staff on school operational matters, primarily around the supply or gathering of information and including providing recommendations or support on issues of policy, procedure, resources and staffing.
- Frequent contact with County within the Finance, CYPS and Personnel Directorates on the submission of statistical returns, admissions, Payroll and Health and Safety.
- Contact with external providers regarding procurement and organisation of training of staff and organisation and authorisation of minor repairs.

**Levels of Responsibility:**

- Overall responsibility for school administration, finance functions, and Health and Safety matters across the school, including maintaining records and effecting change as required.

- Ability to advise, guide or make recommendations on complex programme/ development issues affecting Trust schools, specifically concerned with long term planning, finance and allocation of resources. Able to make decisions on the correct application of internal policies, procedures, guidance and best practice.
- Application of correct Personnel and Employment Regulations and Policies regarding setting of terms and conditions of employment and issue of contractual documentation.
- The post holder is expected to use their discretion in responding to requests from customers and apply due regard to the Data Protection and Freedom of Information Acts.

#### **Effects of Decisions:**

- Decisions taken by the post holder have a material effect on the operation of the school, staff, pupils and parents. Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.
- In the absence of the Headteacher and Senior staff, responsibility for the site and smooth running of the school will be the responsibility of the post holder. Before the daily opening of the school, an onsite check is carried out by the post holder to identify any health and safety issues. It is the responsibility of the post holder to take appropriate decisions to rectify any failings and in extreme cases recommend closure of parts of the site.
- Financial and other decisions which the post holder is expected to make have a major impact on the school, the public and the customer.

#### **Resources:**

- Maintain and ensure the security of databases regarding the recruitment and development records of staff and pupils.
- The handling and receipt of cash in the form of dinner monies, school fund, school trips etc. The post holder is responsible for the receipting and banking all such monies.
- Responsibility for £100.00 Petty Cash Account.

#### **Work Demands:**

- The post is based in a busy office that is subject to constant interruption. It is critical that the post holder can prioritise their work effectively and there will be a need to schedule the more complex reports, policies and financial projection work during the quieter periods.
- In addition to interruptions during school time, there is a need to adhere to numerous deadlines. There is an expectation that reports and returns will be delivered on time both to internal and external stakeholders. These include monthly reconciliations, payments, closing down accounts, budget setting, reports, statistical returns and HR documentation.
- Requests for information are constant and need to be prioritised. Some deadlines and timescales are fixed corporately, so it is not always possible to negotiate a specified time so there are competing pressures.
- This post is performed within an office environment. Occasional lifting of boxes is required.

#### **Working Conditions:**

- General office environment. Well lit and well ventilated conditions. Limited outside work when checking site for Health & Safety issues.

#### **Knowledge and Skills:**

- The post holder would be expected to hold GCSEs in English and maths at Grade C or above, or equivalent qualification. They must be highly proficient in both verbal and written communication, financial accounting and proficient in the use of ICT.

- In addition to competency in general site management, there may be a need for Project Management and compliance with Health and Safety standards across a range of activities.
- The post holder must be able to use their specialist skills to manage problems in a number of areas, including recruitment, change management, succession planning, training and education issues.

Tasks may vary between schools within the Trust.

Signatures:

|                            |  |       |  |
|----------------------------|--|-------|--|
| Job description agreed by: |  | Date: |  |
| Line Manager:              |  | Date: |  |
| Job Holder:                |  | Date: |  |
| Headteacher:               |  | Date: |  |

**Person specification (all essential unless marked as desirable):**

**Experience**

- Substantial administrative skills within an educational background
- Significant experience of preparing budgets, budget monitoring information and final accounts
- Excellent task management skills for self and others – ability to meet tight deadlines
- Previous work in Primary schools (Desirable)
- Excellent IT skills including advanced knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint
- Proven ability to manage own time effectively
- Experience of drafting documentation for the approval of others
- Ability to solve problems and implement effective procedures
- Ability to assimilate large amounts of disparate information and to analyse and make judgements on complex subject matters
- Ability to communicate clearly and use appropriate language both orally and in writing
- Experience of servicing committees and taking follow-up action
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with staff at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele (Desirable)

**Strategic Thinking**

- Problem solver, strategic thinker and planner
- Ability to provide strategic financial advice to others

**Education and Training**

- GCSE English and Maths at Grade c or above or equivalent
- Financial qualification (Desirable)
- Business Administration qualification (Desirable)

**Equal Opportunities**

- Staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties.