

Job Profile

School Administration Officer

Level 3

Job purpose:	To provide secretarial/administrative/financial support to the Headteacher/Governors/senior office staff and managers.		
Reporting to:	Headteacher/Business Manager/Senior Finance Officer/Office Manager/Senior Admin Officer		
Responsible for - Staff	None		
Liaising with:	Headteacher, other members of staff – teaching and non teaching, LA, DFES		
Grade of post:	G3	Gauge ref:	A23225
Disclosure level:	Enhanced		

Job Outline			
<ul style="list-style-type: none"> • To provide general clerical and/or administration support including the administration of school lettings if required. • To take notes/minutes of meetings as required. • To undertake general financial administration which may include processing orders, preparing statements for budgets as requested and undertake basic bookkeeping as required • Maintain and update manual and computer records to include management information systems. • To maintain and collate registers, pupil reports and any other information as required by LA or DFES. • To order equipment as requested • To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties as required. • To sort and distribute internal an external mail. • To schedule visits by to the school by outside agencies and linked schools • The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff. 			

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area

**Job Profile Acceptance Form
School Administration Officer
Level 3
G3 – A23225**



SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria School Administration Officer Level 3



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using a range of computer packages i.e. Word, EXCEL	E		A, I, T
Experience of undertaking a range of routine clerical tasks	E		A, I
Experience of undertaking basic financial procedures	E		A, I, T
Experience of using internet, sending/receiving email		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Literacy & numeracy to undertake the tasks of the post	E		A, I
NVQ level 2 in Business Administration or relevant equivalent qualification/experience or willingness to work towards it	E		A, I
Willingness to obtain basic first aid certificate		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of general office procedures	E		A, I
Understanding of general financial procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work under supervision and as a team member	E		A, I
Ability to complete tasks to deadlines	E		A, I
Good communication skills to respond to general enquiries	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to take messages accurately and pass them on to the relevant person	E		A, I
Ability to respond to and resolve routine problems	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I