**JOB DESCRIPTION**

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| **Job title:**  **Senior Administrative Officer**  **Point 18-22 Salary £18,870 - £21,074 (Grade D)** |
| **Line Manager:**  TBC |
| **Location:**  School Based |
| **Purpose of Role:**  To provide financial, administrative and organisational support to the school.  The role and work of the Senior School Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.  St Mary’s Catholic Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and wellbeing of children. |
| **Key Responsibilities**  **Main Duties and Responsibilities**  This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.  **Admin**   * To act as a first stop for incoming post, phone calls, emails and distribute as appropriate. * Responsible for general clerical and administrative tasks, including; ICT facilities, school reception, reprographics, records and photocopying, collating of reports and documents, typing and telephones. * To ensure the necessary permissions forms for every child are held and recorded and update as required. * Maintain records with regard to health and safety issues and to distribute in line with the school process. * To manage ParentPay and to create any new services as required * To play a key role in writing and designing general school materials such as the newsletter. * Maintain email and sibling distribution lists. * To act as personal assistant to the Head teacher by assisting the Head in responding to emails and letters in timely manner and typing minutes as required * Monitor advertising, recruiting and selection process. * Ensure safeguarding checks are carried out for all staff, volunteers and other adults on the school premises * Ensure new staff have an induction befitting their role and experience. * To maintain SIMS as appropriate.   **Finance**   * To ensure financial policies, procedures and regulations are strictly adhered to. * To be responsible for and undertake the day to day financial processes including processing of orders, petty cash and payment through the CAST Bank account * To be responsible for the payroll services for all school staff, including processing of claims for overtime. * Provide for collection of dinner monies directly and through Parent Pay or other cash collection service and that the completion of the dinner registers and monthly trading summary are completed appropriately. * To be responsible for the running of the Voluntary Unofficial Fund and reconcile monthly to bank statement. * To provide information to parents on the Free School Meals Service4 and process applications as required so that Pupil Premium allocations are maximized. * To provide reports on financial commitments from the portal to the Head Teacher.   **Admissions and Attendance**   * Maintain pupil records * Responsible for admissions, administration and induction of new parents and pupils.   **Support the School**   * Be a welcoming, first point of call, to parents, children and visitors. * Being aware of and complying with policies and procedures relating to child protection, heal, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person * Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. * Contributing to the overall ethos/work/aims of the school * Attending and participating in regular meetings * Participating in training and other learning activities as required. * Recognising own strengths and areas of expertise and using these to advise and support others * Respecting confidentiality * Promoting the school at all times  |  | | --- | | This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed. | |
| **Key Skills & Experience:**  **Skills and Qualifications:**   |  | | --- | | * Experience of working in a busy office providing efficient general administrative and finance administration, including cash handling. | | * Experienced in using school IT systems such as SIMS and Excel (spreadsheets). * Experience of using and maintaining ICT hardware such as printers, faxes and photocopying machines. | | * Experience of using financial management systems. | | * Excellent interpersonal skills that enable the post holder to remain calm under pressure and work efficiently to deadlines by prioritizing and juggling demands. * Ideally the post holder will have had some previous experience working within a school environment and as a result have some knowledge and understanding of the safe guarding practice, child protection procedures and the day to day running of a primary school. | |
| **Personal Qualities Required:**   * **D**eveloped organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload. * Ability to deal sensitively with confidential information and enquiries. * Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate. * **E**xperience of working co-operatively with others to deliver successful outcomes for Plymouth CAST. * A team player who has a positive approach to dealing with issues. * Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies. * Confident telephone manner. * An honest, friendly and open approach with high levels of integrity. |