



**Sherford Vale School**  
**Administrative Officer    JOB DESCRIPTION**

<b>Post Title:</b>	Administrative Officer
<b>Reporting to:</b>	Senior Administrator/Headteacher
<b>Line Manager:</b>	Headteacher
<b>Grade:</b>	NJC B Scp 2 (£17,711 TERM TIME ONLY PRORATA)
<b>Hours:</b>	35 hours per week 39 weeks per year

**Job Purpose**

- Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
  - Must have recent primary school experience (within 12 months)
  - Must have grade C or above or equivalent in English and Maths

**Main Duties**

**Organisation**

1. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
2. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
3. Assist with arrangement for visits by school nurse, photographer etc.

**Administration**

4. Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, complete routine forms.
5. Maintain manual and computerised records/ management information systems.
6. Undertake typing, word processing and other ICT based tasks.
7. Sort and distribute mail.
8. Undertake routine administration e.g. registers/school meals register/Connect Childcare/Parent Pay.

**Resources**

9. Operate office equipment e.g. photocopier, computer etc.
10. Arrange orderly and secure storage of supplies.
11. Undertake routine financial administration e.g. banking.

**Responsibilities**

12. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To adhere to school health and safety policy including risk assessment and safety systems.
14. To adhere to school policy on equality and diversity.
15. To contribute to the overall ethos and aims of the school.
16. To appreciate and support the roles of other professionals.
17. Participate in training opportunities and professional development as required.
18. Undertake similar clerical duties commensurate with the level of the post as required by the Senior Administrator/Head teacher.

**This list of tasks is not exhaustive; the post-holder may be required, from time to time, to undertake other task commensurate with their grade and level of responsibility.**

Signed: .....

Post-holder

Signed: .....

Line Manager

**Person Specification**

Attribute	Essential	Desirable	Method of Assessment
Knowledge, Skills and Experience	<ul style="list-style-type: none"> <li>• Experience of general clerical /administrative work in a primary school (last 12 months).</li> <li>• Good level of literacy and numeracy skills. (grade C or above)</li> <li>• Appropriate knowledge of first aid.</li> <li>• Ability to use relevant technology e.g. photocopier.</li> <li>• Appropriate level of keyboard/ computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric first aid</li> <li>• First Aid at Work</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to participate in development and training opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> <li>• To act on own initiative and work as part of a team.</li> <li>• Have a good sense of humour.</li> <li>• Willingness to go the extra mile.</li> </ul>		
--	--	--	--