

# Job description

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|--------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>  | <b>Administrative Officer</b>                                                                                     |
| <b>Job ref:</b>    | <b>XS 8.4</b>                                                                                                     |
| <b>School:</b>     |                                                                                                                   |
| <b>Grade:</b>      | <b>XS 8.4a Dorset Grade 7 / XS 8.4b Dorset Grade 6 / XS 8.4c Dorset Grade 6 / XS 8.4d Dorset Grade 4 + 1 LMI*</b> |
| <b>Reports to:</b> | <b>Headteacher / Bursar / Senior Admin Officer or other nominated person</b>                                      |

## Main job purpose

To provide efficient administrative support, to ensure compliance with LA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

## Main responsibilities and duties

1. To ensure the provision of a comprehensive administrative/clerical and secretarial service.
2. To act as a link between the administrative/clerical and secretarial team and the Headteacher/Bursar/Senior Admin Officer or other nominated person over all issues relating to the work of the school office.
3. To liaise/advise the Headteacher/Bursar/Senior Admin Officer on the work, training and development requirements of the office staff.
4. To rearrange the daily operation of the administrative systems network and liaising with Support Services as necessary.
5. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Relevant experience of office work including databases and analysis of data.

Minimum of 5 GCSE's (A\*-C Grade) or equivalent office experience/vocational qualifications.

## Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Management & Supervision of others:

- XS8.4a – There is a requirement to supervise (Up to 5) office based staff (including PDR's)
- XS8.4b – There is no management or supervisory responsibility
- XS8.4c – There is a requirement to supervise (Up to 5 ) office based staff (including PDR's)
- XS8.4d – There is no management or supervisory responsibility

## Problem Solving and creativity

1. Deals with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.
2. Works under direction of Headteacher or other nominated person/Bursar/Senior Admin Officer.



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## Key contacts & relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

## Decision making

1. Works to deadlines; to prioritise own workload and allocation of duties to other team members.
2. Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.

## Resources

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery).

## Working environment

Working in busy Office with frequent use of IT equipment.

Restricted space

Occasionally processing heavy loads of incoming/outgoing mail.

Size, Phase and type of school and pupil profile. Split site school.

| Approval    |                                 |      |            |
|-------------|---------------------------------|------|------------|
| Prepared by | Chris Matthews                  | Date | April 2019 |
| Designation | HR Service Manager - Operations |      |            |

**\*Where Labour Market Increments (LMI) apply these will be reviewed on a 3 yearly basis**

