

Job description

Job title: PA / Secretarial / Administration / Finance Officer
Job ref: XS 8.8
School:
Grade: XS 8.8a Dorset Grade 8 / **XS 8.8b Dorset Grade 6** / XS 8.8c Dorset Grade 6 / XS 8.8d Dorset Grade 5
Reports to: Headteacher

Main job purpose

P.A. – To provide an efficient and confidential secretarial and administrative support to the Headteacher and leadership (SMT) team, to arrange meetings, deal with correspondence, minutes of meetings, telephone calls and visitors for and on behalf of the Headteacher.

Financial – To provide financial support services to Managers of the school within the terms of the County Council's scheme of financial delegation to school and County Council's standing orders and regulations.

Admin – 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

P.A.

1. To provide an efficient, effective and confidential secretarial and administrative support service to the Headteacher/SMT, including word processing correspondence, reports, agendas, minutes, policies and compose replies to routine correspondence.
2. To receive and deal, in the first instance, with the Head's telephone calls and any visitors requesting to see the Headteacher. Answer non-routine queries as appropriate, referring more complex and/or sensitive matters to the appropriate member of staff.
3. To receive, open and organise the Head's mail and take appropriate action e.g. rerouting, responding and passing to appropriate staff for action.
4. To organise appointments.
5. To organise the Head's diary, working closely with the Head in planning and managing his/her schedule.
6. Collate and prepare information for meetings attended by the Headteacher. As directed, arrange meetings and prepare minutes for circulation as appropriate.
7. To set up and maintain filing systems and various other records, manual and computerised systems, as appropriate, to support the work of the Head/SMT.

Financial

1. To monitor, interpret and advise on the School's Budget, operate the School Fund.
2. To keep the Headteacher and SMT informed of significant financial developments.
3. To assist in the timely and accurate provision of budget monitoring and other information to managers.
4. To provide advice and assistance to Headteacher and other school staff on general financial matters.
5. To compile and distribute financial reports to Head, Budget heads/Governors.
6. To assist Headteacher and SMT in securing grants/funds, etc.



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7. To raise and authorise orders, payments and invoice requests on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
8. To arrange recharges to internal budget heads.
9. To assist with the debt recovery procedure in respect of unpaid invoices.
10. To process all appropriate claims and finance related documents effectively.
11. To process monthly payroll forms.
12. To administer lettings arrangements including invoices and associated records.
13. To collect, reconcile and bank monies.
14. To undertake monthly reconciliation of accounts.
15. To administer lettings invoices and associated records.
16. To administer purchase and sales of school uniform.
17. To complete statutory and non-statutory returns and other LA returns.
18. To maintain accounts, to analyse information, prepare end of year balances and other reports as required by Dorset County Council financial regulations and audit regulations, and assist in the preparation of the Budget for agreement by the Governors.
19. To collect and bank money raised at school events.

Admin

1. To lead a team providing administrative and secretarial support to the school
2. To develop and implement changes to the school office administrative systems, update manuals and guidance within the school and carry out computer upgrades including virus checking and backup, as required.
3. To attend ICT training, as appropriate.
4. To be responsible for all aspects of the operation of SIMS/software (Schools Information Management System) for the storage, production of information, statistics and reports associated with detailed pupil records.
5. To administer the pupil admission and pupil exclusion processes, including fixed term exclusions as well as permanent exclusions.
6. To be responsible for maintaining the computerised school attendance registers and provide analysis and reports as required.
7. To undertake administration of recruitment procedure for new staff; including production of standard information packs.
8. To organise staff cover.
9. To arrange maintenance of the building.
10. To act as Clerk to the Governors.
11. To act as Receptionist to all visitors and to ensure security of the school.
12. To undertake a range of other administrative tasks/duties, including maintenance of all pupil, personnel and other records, organisation of central stationery, suppliers catalogues and postage.



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13. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

1. The post requires a high degree of interpersonal, organisation and communication and administrative skills. (Including initiative, flexibility, diplomacy and discretion and a professional approach).
2. The postholder must be numerate, computer literate with spreadsheet experience.
3. Knowledge and experience of the following ICT software applications: Microsoft (MS), Word, Wordperfect, Desk Top Publishing Software, SIMS. Relevant experience of office work including databases and analysis of data. ICT and supervisory experience, communication skills, and ability to prioritise and organise work of an office.
4. Should have a minimum of 5 A*-C GCSEs qualification (or equivalent) including English and Mathematics. RSA Stage III word processing certificate or Word Advanced (ECDL) or equivalent is essential.

Supervision & management

The postholder will be required to work without direct supervision. Supervision from the Headteacher will be present where necessary.

Management & Supervision of others:

- XS8.8a – There is a requirement to supervise other staff (including PDR's)
- XS8.8b – There is no management or supervisory responsibility
- XS8.8c – There is a requirement to supervise other staff (including PDR's)
- XS8.8d – There is no management or supervisory responsibility

Problem Solving and creativity

1. To take decisions on a day-to-day basis to ensure administrative deadlines and requirements are met.
2. To prioritise own workload within the overall workload including the timely production of information and analysis of data.
3. To deal with changing and conflicting deadlines.
4. To frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary.

Key contacts & relationships

Daily contact by telephone/face to face with Headteacher, Staff, Pupils, Parents, LA Officers, Governors and other visitors to the school providing information, advice and guidance.

To use judgement and give advice on occasion without reference to the Head.

Decision making

1. To work under the direction of the Head and to take decisions as appropriate.
2. To take decisions on a day-to-day basis to ensure administrative deadlines and requirements are met.



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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

Frequent interruptions.

Occasionally processing heavy loads of incoming/outgoing mail.

First school / primary school environment

Responsibility for Administrative PC and peripheral equipment.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

