

Job Title: Senior Admin Officer

Reporting to: HR & Business Coordinator

Grade:

Overall purpose of the post:

Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the academy. Assist with the planning and development of support services.

Main duties and responsibilities:

- Deal with complex reception/visitor matters;
- Contribute to the planning, development and organisation of support service systems/procedures/policies;
- Organise school trips/events etc.;
- Supervise, train and develop staff as appropriate;
- Manage manual and computerised record/information systems;
- Analyse and evaluate data/information and produce reports/information/data as required;
- Undertake typing, word processing and complex IT based tasks;
- Provide administrative and organisational support to other staff;
- Provide administrative and organisational support to the Local Academy Council;
- Undertake administration of complex procedures;
- Complete and submit complex forms, returns etc., including those to outside agencies;
- Undertake the administration of Payroll systems;
- To assist with maintenance of an accurate and up-to-date Single Central Record (SCR);
- Operate relevant equipment/complex ICT packages;
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required;
- Manage uniform/snack/other 'shops' within the academy;
- Provide advice and guidance to staff, pupils and others;
- Undertake research and obtain information to inform decisions;

- Assist with marketing and promotion of the school;
- Undertake financial administration procedures and assist in the collection, recording and banking of money in relation to school activities;
- Manage administration of facilities including use of school premises;
- Manage expenditure within an agreed budget;
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.