

## Administration Officer Job Description

**Role:** Administration Officer (with a focus on Finance & Premises)

**Salary/Grade:** £21,939 - £25,790 per annum

**Working Pattern:** 37 hours per week, all year round

**Responsible to:** Director of Finance & Resources

**Works closely with:** Head Teacher, Senior Leadership Team, Premises Manager, and other colleagues within the school and the Trust

### **Purpose of the Job:**

To ensure the effective operation of all aspects of finance and premises administration, and wider school operation by providing a range of administrative and organisational services. To promote the school in a positive manner at all times to staff, pupils and visitors. To support the Senior Management Team in a variety of tasks as required, including financial administration, personnel administration, recruitment and safeguarding procedures. To develop and grow with the role as the new school becomes established and increases in size.

### **Key duties and responsibilities:**

1. Provide finance, premises and personnel administration and organisational services to the school in accordance with the Trust's established policies and procedures.
2. Provide support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
3. Ensure the provision of good, accurate and timely information to the Head Teacher and other stakeholders to ensure that the school is managed effectively.
4. Continually evaluate the effectiveness of processes and systems and work with the Director of Finance & Resources to seek to improve these.
5. Operate bespoke school information management systems for the recording, analysing and reporting of financial information.
6. Liaise with other staff and external agencies as necessary.
7. Analyse and evaluate data and information and run reports.
8. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages (e.g. PS Financials, PS Budgeting, SIMS).
9. Organise arrangements for school visits and events.
10. Undertake personnel administration, such as pre-employment checks for new recruits in accordance with the Trust's policies and procedures.
11. Place and process orders, invoices and expenses using PS Purchasing and PS Financials.
12. Receive and check incoming deliveries and arrange for distribution.
13. Respond to queries from suppliers about orders / payments.
14. Arrange supply cover for teaching staff.
15. Share in the undertaking of first aid duties, including overseeing sick bay and sickness reporting, liaising with parents and staff etc.
16. Any other duties, commensurate with the grade as may be required and as time permits.

As part of a small team in the early years of Stone Lodge school, close cooperation with other administrative colleagues will be expected. Cover for core roles across the team will be necessary from time to time, therefore it is essential to be a team-player with a 'can-do' attitude.

This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the School, and may be subject to modification after consultation with the post-holder

### Person Specification – Administration Officer (Finance & Premises)

<b>QUALIFICATIONS</b>	
NVQ Level 3 or equivalent in a Business Administration or Finance discipline	Desirable
Educated to A level or equivalent with GCSE grade A*- C in English and Maths	Essential
<b>EXPERIENCE</b>	
Experience of PS Financials would be an advantage but training can be given.	Desirable
Experience of working in a finance office as part of a cohesive team	Essential
Experience of development, management and operation of administrative systems.	Desirable
<b>SKILLS AND ABILITIES</b>	
Strong communication skills.	Essential
Computer literacy - ability to produce a range of documents and reports, including school specific software (PS Financials), Microsoft Office (Word, Excel etc) and other databases.	Essential
Highly developed interpersonal, organisational and administrative skills.	Essential
Time management skills and the ability to work with minimum supervision	Essential
Ability to develop and maintain effective computerised and manual filing systems.	Essential
Ability to organise and prioritise workload to achieve deadlines.	Essential
Ability to investigate and respond to complex queries and anomalies when required.	Desirable
Ability to monitor and process accurate financial records.	Essential
Ability to multi-task and react positively to unplanned events and emergencies	Essential
<b>KNOWLEDGE</b>	
Awareness of, and commitment to, safeguarding children	Essential
Understanding of Data Protection and a commitment to a high standard of professional confidentiality.	Essential