

Newcastle City Council

Job Description



Post Title	Administrative Officer	AA285
Evaluation	449 Points	Grade: N5
Responsible to	Head Teacher	
Responsible for	Other Administrative staff	
Job Purpose	Manage the operation and delivery of support services within the school.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To be responsible for the planning, development design, organisation and monitoring of support services and whole school systems/procedures/policies.
- 2 To provide full administrative support to the Head Teacher/Senior Management Team and Governing Body.
- 3 To ensure compliance/working towards compliance with the financial management standard in schools.
- 4 To contribute to the monitoring and maintenance of the school budget in a manner consistent with the school's requirement. This will include accounting for expenditure or for money in the form of cash, cheques, invoices etc in accordance with Financial Regulations.
- 5 To ensure that cash and accounting procedures are correctly carried out eg in relation to collection and reconciliation of monies from pupils for school meals etc prior to banking.
- 6 To assist the Head Teacher in monitoring specific funds.
- 7 To attend and minute meetings as required.
- 8 To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Head Teacher, having undertaken appropriate research.

- 9 To take a lead role in the development and maintenance of records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
- 10 To collate pupils reports as required.
- 11 To be responsible for the accurate completion and timely return of statistical data as required eg DfE, OFSTED, LA.
- 12 To manage the school's admission and transfer procedures in accordance with DfE and LA regulations liaising with Head Teacher, Schools Admission Officers and other schools.
- 13 To supervise other admin and clerical staff including organising and prioritising work, identifying and meeting training needs etc.
- 14 To arrange lettings in accordance with the agreed policy including the collection and banking of payments.
- 15 To liaise with professional staff eg psychologists, Social Workers and Education Welfare Officers to arrange meetings and to pass on/receive information as appropriate.
- 16 To liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
- 17 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 18 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.