

Job description

Job title:	Senior Administrative Officer
Job ref:	XS 8.1
School:	
Grade:	Dorset Grade 8
Reports to:	Headteacher / Support Services Manager / Business Manager or other nominated person

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 lead a team managing and directing the work of the Administrative/Clerical/Secretarial team, providing administrative and secretarial support to the school.
2. To manage the provision of Administrative/Clerical/Secretarial to Heads of Year and other staff; to decide on priorities and direct and allocate work to team members.
3. 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.
4. To assist the Headteacher/Business Manager in the interpretation of results, to develop, modify and enhance reports content, format and design as required.
5. To be responsible for maintaining the computerised school attendance registers and provide analysis and reports as required.
6. To co-ordinate and control the Office IT systems, resolve associated problems in the first instance, and contribute to the development and implementation of new systems and procedures.
7. To contribute to the appointment of own team support staff (e.g. place advertisements, send out application forms, take up references and participate in the selection of support staff).
8. To undertake Performance Management Reviews in accordance with the policy practice of the school.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Relevant previous office and supervisory experience is required and the appropriate qualification (minimum NVQ level 3 in Administration or minimum of 5 GCSE's (A*-C grades) or equivalent vocational qualification).

Supervision & management

1. The postholder will often be required to work without direct supervision. Supervision will be present where necessary.
2. The postholder will be required to supervise the office-based staff.



Problem solving and creativity

1. Deal with problems regarding workload, allocation of work of the team without consultation. (Guidance would be sought of the Headteacher/Business Manager on other than routine staffing issues and in disciplinary matters).
2. Assist the Headteacher/Business Manager in the recruitment of own staff team members.
3. Advise the Headteacher/Business Manager of own staff training and development needs.

Key contacts & relationships

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

Decision making

To deploy staff to meet specific work requirements and to cover staff absences.

Resources

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

Working environment

1. Size, Phase and type of school and pupil profile. Split site school.
2. Occasionally processing heavy loads of incoming/outgoing mail.
3. Working in busy Office with frequent use of IT equipment.

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

