

**Forest Way School
Job Description**

Job Title: Temporary Administration Officer to cover maternity leave

Grade: 7

Responsible To: Business Manager

Job Purpose:

- To provide quality administrative support for the school including liaison with parents, staff and pupils and maintaining relationships with the public, private and voluntary sectors.
- To work as part of a successful, positive team to provide support as required to the Headteacher and Deputy Headteachers.
- To promote a welcoming atmosphere with easy access for parents, governors and visitors but also providing a secure environment for the pupils and staff.

There is a need for confidentiality/loyalty at all times

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist the Business Manager with financial tasks as required.
2. To handle and record all income accurately (cash, cheques, Petty cash, etc).
3. To assist with budget preparation and monitoring of income and expenditure involving collection, inputting, sorting and extracting information on financial databases.
4. To process complex and/or variable types of documents/information which may require complex calculations, involving contact with internal and external sources.
5. To use databases to produce ad hoc summaries and analyses of important information involving manipulation of data and creating new spreadsheets as required.
6. To provide administrative support as required, to include minute and note taking.
7. To undertake PA/hospitality tasks for the Headteacher and Deputy Headteachers as required.
8. To manage systems for the smooth running of the school.
9. To screen incoming telephone calls to assist senior staff.
10. To promote information for parent/carers as required.
11. To have an overview of the large/small conference and parent/carers' rooms.
12. To contribute to whole life of the school including whole school events and attendance at termly social event.

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13. To undertake any other duties as required by the Headteacher, Deputy Headteachers or Business Manager subject to the nature and grade of the position.

You will be eligible to 24 days annual leave, plus 8 Public Holidays which must be taken during School Holidays.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Forest Way shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Forest Way School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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Forest Way School

Administration Officer – Grade 7

PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <p>Maths, English Skills to NVQ2 standard Maths, English and IT qualification Clean driving licence</p>	<p>✓ ✓ ✓</p>	<p>✓</p>	<p>App Doc Willingness to undertake minibus test</p>
<p><u>Application</u></p> <p>Well written and presented – no spelling mistakes or grammatical mistakes</p>	<p>✓</p>		<p>App</p>
<p><u>Experience</u></p> <p>Experience in a range of administrative procedures. Experience of FMS/SIMS packages Experience of financial administration of budgets and databases. Experience of the collection, collation and manipulation of statistical data and information. Experience of cash handling</p>	<p>✓ ✓</p>	<p>✓ ✓ ✓</p>	<p>Evidence of understanding of role. App Test Int</p>
<p><u>Knowledge</u></p> <p>Knowledge and use of all MS Office applications, including Access databases. Knowledge of note taking at meetings and production of minutes.</p>	<p>✓</p>	<p>✓</p>	<p>App Test Int</p>
<p><u>Skills</u></p> <p>Excellent personal organisation and motivation of self Excellent communication and secretarial skills Excellent organisation skills Good communication skills Excellent literacy and numeracy skills</p>	<p>✓ ✓ ✓ ✓ ✓</p>		<p>App Int</p>

PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><u>Attributes</u></p> <p>Good interpersonal skills Team Worker Flexible, calm, sense of humour Able to show initiative Able to prioritise and work unsupervised Ability to be confidential and discrete Able to make delicious cakes for colleagues</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>		<p>Int Test</p>
<p><u>General Circumstances</u></p> <p>A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations.</p> <p>An understanding of, and commitment to, Equal Opportunities and the ability to apply this to strategic work and day-to-day situations</p>	<p>✓ ✓</p>		<p>Int Test</p>
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>			

Safeguarding

To be responsible and accountable for safeguarding and promoting the welfare of children and young people. An awareness of current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. To be able to recognise indicators that may lead to concerns and to take immediate action. Committed to ensuring the safeguarding and well-being of children and young people and takes appropriate action where necessary.

App = Application Form
Test = Test
Int = Interview
Pre = Presentation