

JOB OUTLINE	
JOB TITLE:	School Administrative Officer 2
GRADE:	Grade 4 SCP 13-17
LOCATION:	Sir John Thursby Community College
RESPONSIBLE TO:	Headteacher/Senior School Administrative Officer
STAFF RESPONSIBLE FOR:	Support staff as appropriate
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	Under general guidance to provide general administrative/IT/financial support to the school.
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
Clerical/Administrative/Teacher/Pupil Support	
(a) General Clerical/Administrative/Teacher/Pupil Support	
<ul style="list-style-type: none"> • Provide general clerical/administrative support including: <ul style="list-style-type: none"> - filing correspondence; - photocopying and reprographics including recharging of service/computerised administration and production of regular management information; - accessing E Mail/Internet/School Portal as required; - assist in the clerical arrangements for trips/school events etc; - processing of appointment/termination and regular personnel/payroll documentation etc; - maintain registers and provision of associated returns; - provision of standard returns; - responding to correspondence; - collating pupil reports; - dealing with incoming/outgoing mail; • Take notes at ad-hoc meetings as required. • Undertake reception duties including answering telephone and responding to standard queries and enquiries and dealing with visitors where appropriate on behalf of headteacher. • Welfare support as required including liaison with staff and/or parents. • Providing administrative support for examinations including data inputting. 	

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have	Approximate % of total work load
	<ul style="list-style-type: none"> Ordering supplies and equipment/maintain stock and classroom resources and arrange repair where necessary. 	
(b)	<p>Other Administrative/Teacher/Pupil Support</p> <ul style="list-style-type: none"> Pupil admissions - recording data/liaison other schools/class lists/timetables/management information and statistics returns. Undertake word processing and operation of IT software as required including advanced applications (mail merge/tables/spreadsheets/databases/use of software packages for creative WP requirement eg prospectus). Update/maintain manual/computerized record/management information systems including system maintenance/back up files and provision of reports. Undertake administration of school lettings. First point of contact re teacher absences/contact with supply agency/associated record keeping/process payments. Administering work experience arrangements. Responsible for pursuing pupil absence with parents including recording/ monitoring of absence and production of reports. 	
	<p>Financial</p> <ul style="list-style-type: none"> Receive and record dinner/milk money etc. and associated records and bank where required. Undertake general financial administration including: <ul style="list-style-type: none"> - raising orders/invoices; - process payments; - input budget figures; - responsibility for computerised transactions; - recording data and provision of management information re financial transactions. Provision of regular management information. Ascertain prices of occasional suppliers 	
	<p>Other Duties</p> <ul style="list-style-type: none"> Supervision of lower graded administrative/clerical support as necessary. 	
	<p>School</p> <ul style="list-style-type: none"> To work within school policies and procedures. To contribute to the provision of an effective environment for learning. To support the promotion of positive relationships with parents and outside agencies. 	

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have	Approximate % of total work load
	<ul style="list-style-type: none">To attend skill training and participate in personal/performance development as required.	
	<ul style="list-style-type: none">To take care for their own and other people's health and safety.To be aware of the confidential nature of issues.	
Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.		
Agreed by:		

BS/PS/PAD/EG/JI
13 October 2017