

JOB DESCRIPTION



Cranbury College	Location: Cranbury College, College Road, Reading, RG6 1QB
Post Reference No:	Grade/Salary Range: RG4 points 21-28 Progression through Gateway RG4 scp 26-28
Job Title: Admin Officer	
<p>Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.</p>	
<p>Report to Head of Cranbury College, Deputy Headteacher, Assistant Headteacher, School Business Manager and Office Manager.</p>	
<p><u>Organisation</u></p> <ul style="list-style-type: none"> • Deal with complex reception/visitor etc. matters • Contribute to the planning, development and organisation of support service systems/procedures/policies • Supervise, train and develop staff as appropriate • To be involved in staff recruitment when directed - shortlisting and interviewing • Assist School Business Manager and Office manager as directed <p><u>Administration</u></p> <ul style="list-style-type: none"> • Manage manual and computerised record/information systems • Analyse and evaluate data/information and produce reports/information/data as required, running reports from School Information system and present data in appropriate format • To compose documents/presentations, and undertake word-processing and complex IT based tasks for Office Manager/Business Manager/SLT • Provide personal, administrative and organisational support to other staff • To use senior leadership electronic diary to book appointments • To assist management with the completion and submission of complex forms and returns etc including those to outside agencies e.g. DFE - for example free school meals for all Cranbury College students • To assist management with the completion and submission of school census 3 times per academic year and the annual workforce census. - create dummy runs before census date to ensure accuracy - to be aware of DFE rules and regulations • Monitor and order all stock within an agreed budget for Cranbury College • Recording and managing all absences for Cranbury College whole staff • Undertake research and obtain information to inform decisions as asked • Assist with procurement • Set up new suppliers on financial management system • Obtain quotes for purchases to ensure cost effectiveness • Deal with ordering and purchasing for staff/departments • Deal with financial queries relating to invoices, deliveries and payments - liaise with suppliers and School Business Manager regarding payments 	

- Process orders and invoices
- Raise and receive purchase orders using financial management system
- Record all invoice/purchase information on Goods Received Book
- Checking invoices and expenditure items for accuracy and act accordingly with any errors
- Ensure pupil premium expenditure is appropriately accounted for and recorded
- Assist in maintaining accurate records to receive funding for Pupil premium
- Administer petty cash when required at secondary site - liaise with School Business Manager when funds are low
- Maintaining the school asset register - ensure that all new equipment is labelled and recorded on the asset register - ensure all old equipment is removed and recorded
- Search purchase orders using financial management system to match invoices
- Liaise with suppliers, contractors, other schools and organisations

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support different and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of Cranbury College
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

SCOPE OF JOB (Budgetary/ Resource control, Impact)

- Responsible for the management of resources within specific areas

Responsibilities for going through the Gateway

- Under appropriate supervision, to lead in a pilot project for new school systems, working closely with new provider
- Leading on the implementation of new administration systems in collaboration with the Head teacher.
- Under supervision, to be responsible for the EFA Education Funding Agency for post 16 provision (Vision) through liaison with Centre Managers and ensuring accurate data
- To lead in Cranbury College becoming a paperless organisation
- To undertake training at a Level 4 or equivalent

PERSON SPECIFICATION



Cranbury College	Department/Division: Education, Adult and Children's Services
Job Title: Admin Officer	Post Reference No:EDC
Qualifications / Education / Training:	
<ul style="list-style-type: none">• To be educated to at least GCSE level with good English - verbal and written• To use word, spreadsheets, databases and Outlook with a high level of skill	
Experience:	
<p>Previous office experience would be preferred but not essential. An ability to work with vulnerable and challenging behaviours from our young people. An Ability to work under pressure</p>	
Skills and Abilities:	
<ul style="list-style-type: none">• A confident knowledge and ability of Word, Excel, Access and Outlook email system• An ability to project manage new IT systems and link with providers, Headteacher and Admin team• To answer the telephone in a clear and welcoming manner• To work in an organised manner and manage own time effectively• Ability to prioritise work• To work with young people, many who display challenging behaviours• To maintain absolute confidentiality of information learned concerning pupils, their families and home circumstances• The ability to work within a very busy office atmosphere• To work and be part of the Cranbury College team• Ability to use Team Teach when required• Ability to work within Cranbury college policies and procedures• An ability to deal appropriately with potentially distressed and/or aggressive users over the telephone or face to face	
Specific Working Requirements:	
<ul style="list-style-type: none">• Willingness to work across Cranbury College sites• Willingness to undertake training as appropriate including Team Teach, Safeguarding Level 1 and Health and safety Level 1• An ability to work well with children presenting challenging behaviours• Ability and willingness to travel within the Borough	