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| 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** |  |
| JOB PURPOSE |
| 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.  |
| DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE |
| Report to Head of Cranbury College, Deputy Headteacher, Assistant Headteacher, School Business Manager and Office Manager. |
| MAIN DUTIES AND RESPONSIBILITIES |
| **Organisation** * 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

**Administration*** 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
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| SCOPE OF JOB (Budgetary/ Resource control, Impact) |
| * Responsible for the management of resources within specific areas
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| **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
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| **PERSON SPECIFICATION** |  |
| Cranbury College  | **Department/Division: Education, Adult and Children’s Services** |
| **Job Title: Admin Officer** | **Post Reference No:EDC** |
| Qualifications / Education / Training: |  |  |
| * 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
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| Experience: |  |  |
| 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  |
| Skills and Abilities: |  |  |
| * 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
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| Specific Working Requirements: Requirements: |  |  |
| * 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
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October 2018