



Role Profile

School Administration Officer 1 (SAO1)

Scale

NJC Grade D Scale 7-11

Based at

St. George's Academy

Purpose of the role (job statement)

To provide administrative, financial and organisational services to the school under the general direction or guidance of senior staff.

Key Responsibilities

- Provide administrative, financial and organisational services to the school within set frameworks
- Liaise with other staff, pupils, parents/carers and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Organise meetings and take notes
- Process forms, returns, payroll etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Responsible for the maintenance and updating of records systems.
- Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

- Respond to reception and visitor enquiries
- Organise arrangements for school visits and events
- Monitor pupil attendance and run reports
- Undertake personnel administration, such as payroll and DBS/ISA checks
- Assist with preparing and monitoring the school's budget and financial

- procedures
- Responsible for the selection, ordering, monitoring and storage of supplies within an agreed budget.
- Assist with marketing and promotion material for the school
- Coordinate the administration of school lettings, including the use of school premises
- Mentor or supervise administrative staff at lower levels.

Indicative knowledge, skills and experience

- Experience of development, management and operation of administrative/financial systems and procedures.
- A relevant professional qualification level 2/3, or significant relevant experience.
- GCSE English & Mathematics Grade C or above (or their functional skills equivalent)
- Experience of dealing with some issues that are more complex, requiring well developed communication skills.

Analytical skills for monitoring and analysis of attendance data or budgets.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.