


<p>Job Description</p>	<p>Senior Administration Assistant Grade 4</p>	<p>Newark Orchard School</p>	
<p>Job Purpose The provision of a comprehensive range of clerical, administrative and financial support to the school.</p>			<p>Key Accountabilities</p>
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required. 2. To supervise administrative support colleagues including coordination of activity and monitoring outputs. 3. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports. 4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash. 5. To develop systems and processes to meet operational needs and to ensure the high quality of information held. 6. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters. 7. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making. 8. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries. 			<p>Key Accountabilities</p>
<p>The post holder will perform any other duty or task that is appropriate for the role described.</p>			

Person Specification

Education and Knowledge

1. A good standard of secondary education to GCSE level or equivalent.
2. A good standard or literacy and numeracy.
3. Working knowledge / use of Microsoft Office including Word, Excel, and Access etc.
4. Knowledge of SIMS.net (Schools Information Management System)
5. Knowledge of FMS (Schools Finance System)

Experience

1. An understanding of practices and procedures in the area of school administration
2. Carrying out a wide range complex administrative duties.
3. Supporting others through training and mentoring.
4. Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.
5. Working with a variety of IT systems including word processing, spreadsheet and database operation.
6. Dealing with confidential and sensitive information in accordance with data protection principles.
7. Handling, processing and reconciling cash, cheques, invoices or equivalent.

Role Dimensions

- To provide administrative and clerical support for the school
- To provide financial support to the School Business Leader
- To manage and monitor the school's SIMS.net system and student records both manual and computerised

Line Management

- Responsible to the School Business Leader

Personal skills and general competencies

1. Ensure effective communication within a professional setting
2. The ability to both follow and give direction
3. To work on own initiative, when appropriate
4. Prioritise own workload alongside the wider priorities of the school team
5. Incorporate whole school ethos within working practice
6. Be pro-active in own professional development
7. Be flexible to meet with the differing requirements of the school
8. Work as part of a team and alongside other teams within school
9. To be aware of the School Improvement Plan
10. To uphold the school's positive reputation

Management Responsibility for Maintaining the Computerised Financial System

- Monthly reconciliation of school bank accounts, ensuring that a full reconciliation is undertaken at least once per month and to investigate and report any errors that arise.
- Managing and reconciling all income.
- Responsibility for ordering goods, processing invoices for payment for goods and services, ensuring that financial deadlines are met, observing financial regulations with regard to signatures and the agreed set limits, and at all times be aware of best value practice.
- Prepare the final accounts and liaise with the auditors in conjunction with the School Business Leader.
- To monitor and complete the VAT returns on the 1st of each month and return to County Hall.
- Complete the REC1 each month and return to County Hall.
- Responsible for making payments by cheque and BACS. Also updating any changes of signatures or limits as identified within the school finance policy.
- Responsibility for the management of the School Fund Account.
- Year-end returns/liaise with auditors/charities commission.
- Operate Nottinghamshire County Council's standard computer hardware and software packages where appropriate, including FMS6/Sims.net and attend related training sessions

Administration of Pupil Records

- Entry and upkeep of information for pupils, both electronically and manually.
- Ensuring all necessary permissions have been received from parents/carers and cascading information to classes.
- Completing all necessary returns in respect of pupil data via the SIMs software and any manual returns to outside agencies, including the School Census.
- Communicate attendance information both verbally and electronically to appropriate agencies.
- Produce and analyse attendance data, reporting to the SLT as required.

General

- Generate letters, reports, emails and information as directed.
- Communicate with Parents/Carers using Teachers2Parents.
- Undertake general clerical/administrative duties which among others include providing a switchboard service, responding to emails, reprographics, postage and the receiving and processing of orders
- Provide excellent customer service, deal with people sensitively and professionally and observe confidentiality at all times
- Providing hospitality for visitors and meetings taking place in school, as and when required
- There must be effective communication with colleagues to ensure all aspects of the post are carried out efficiently and within agreed timescales and in exceptional circumstances where a task has not been completed, for example, dinner numbers may not have been

completed on time, workloads must be altered to accommodate this

- Actively contribute to the office team, including, covering for and assisting colleagues as and when required to ensure the professional smooth running of the school's business and administrative function
- Attend INSET Days and other training events supporting CPD
- Comply with health and safety/security/confidentiality/data protection/00equal opportunities.
- Contribute to the overall aims and ethos of the school

This job description is a representative document. Other reasonably similar duties may be allocated from time to time by the School Business Leader and Head Teacher within the general character of the post and it's grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

Newark Orchard School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.