



St Joseph's

Catholic Primary School

Commerell Street, East Greenwich, SE10 9AN

Executive Headteacher: Mrs Lisa Lazell

Head of School: Mrs Jacki Keogh

Tel No: 0208 858 4182

Email: support@stjosephs.greenwich.sch.uk

Website: www.stjosephs.greenwich.sch.uk

SCHOOL ADMINISTRATIVE OFFICER

GRADE – S02 (Spine point 26-28)



Responsible to: Executive Headteacher and Head of School

Job Purpose: To assist the Executive Headteacher and Head of School in the effective running of the school by providing efficient and confidential administrative and financial support

Generally

As a member of the school's management team to be responsible to the Executive Headteacher and Head of School for:

- i) providing the first point of contact between the school and parents, support staff, external agencies etc.
- i) maintaining and monitoring accurate accounts and systems of financial control
- ii) The provision of financial information and advice
- iii) The administrative work of the school office, including such clerical work as is appropriate
- iv) Assisting in the reception of visitors to the school and ensure that all signing-in procedures are followed
- v) To line manage the role of Admin Assistant(s).

Specifically

1. To act as the focal point for communication both orally and in writing with teaching and support staff, pupils, parents and outside agencies while maintaining strict confidentiality.
2. To conduct and filter telephone and email enquiries and to receive visitors to the school including parents.
3. To attend management meetings as required and provide appropriate information and advice to the Executive Headteacher and Head of School and governing body on the financial affairs of the school.
4. To assist the Executive Headteacher and Head of School as required in the planning and monitoring of the school's budget including the preparation of regular financial statement and forecast.

5. To maintain accurate accounting procedures for dealing with, and advising on, disbursements, school fund, school journey account and other school-related funds, as required, to maintain and operate a computerised administrative system. To monitor the school's expenditure, liaising as appropriate with accounting staff both within the Directorate and in the Borough Treasurer's Department, to maintain back-up systems for the computer and ensure its safekeeping. To be responsible for the day-to-day operation of the school's bank account(s).
6. To undertake the personnel administration tasks within the school, including i) preparing and submitting time sheets, ii) maintaining and monitoring leave and sickness records, iii) undertaking administrative arrangements relating to the recruitment of school-based posts, and iv) providing initial advice and dealing with queries on pay and related matters.
7. To liaise with staff agencies or individuals for supply cover work as required and to advise and assist such staff in the preparation of timesheets.
8. To establish and maintain appropriate pupil and other records (e.g. admissions, contact lists in the event of accidents to pupils or staff etc.), including assisting in, or where appropriate undertaking, the preparation of statistics, reports and the completion of returns required by the DfE and the Local Authority (RBG).
9. To deal with the administrative tasks relating to the transfer of children and the requirements of the School Health Service e.g. dental visits etc and new intake including in-year admissions.
10. To draft routine correspondence undertaking all typing and word processing including assisting in the preparation and production of school literature.
11. To undertake a range of clerical tasks, e.g. photocopying, scanning, filing and data input etc in support of the work of the school office.
12. To undertake such other clerical and administrative duties in support of the work of the school office as are required by the school and are commensurate with the level of responsibility of the postholder.
13. To input data on the computerised systems in accordance with agreed procedures and to interrogate and update the systems when necessary.
14. To line manage the role of the Admin Assistant (s) and oversee the collection of school dinner monies and voluntary accounts as performed by this person. To allocate administrative duties to the assistant as appropriate.
15. In dealing with members of the school community to be mindful of the School's Equal Opportunities Policies.
16. In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work legislation. To work in conjunction with the First Aiders in the safe keeping and monitoring of medicines.

17. Promote and maintain a culture of high expectations for self and others
18. Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues.

Safeguarding

St Joseph's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to full safeguarding checks and enhanced Disclosure and Barring (DBS) check.

Equal Opportunities

The Royal Borough of Greenwich is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Person Specification

School Administrative Officer (SO2)

Experience

Essential

- Secretarial/administrative work
- Good communication skills
- Proficient working knowledge of Microsoft Office and Office 365
- Relevant statutory policies, codes of practice and reporting procedures
- Day to day ordering and finance
- Organisation of meetings

Desirable

- Managing admissions and transitions
- School data and information system such as iTrent/SIMS
- Use of a Financial Management System
- Working knowledge of Google Suite
- Working in an educational environment

Commitment to

- Efficient and effective administrative support
- The school and council's Equal Opportunities policies
- Working in positive partnership with parents, children, the school and Partnership team