

## Job Description

<b>Job Title:</b>	<b>Office Administrator</b>
<b>Grade:</b>	<b>6</b>
<b>Post Number:</b>	
<b>Responsible To:</b>	<b>Head teacher</b>
<b>Responsible For:</b>	None.
<b>Key Relationships/ Liaison with:</b>	School Business Manager, Teachers, other Support staff
<b>Job Purpose:</b>	To provide confidential, effective, efficient and flexible administrative/financial support to the school with minimal supervision.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Carries out discrete area of work prioritising tasks, deciding on how to perform task, using own initiative to get task completed (i.e. resolving non-complex queries, problems).
2. Answers standard enquiries by telephone or in person from parents /pupils/community users/other employees, giving and resolving non complex queries within areas of responsibility.
3. Produce a range of documents from a variety of sources, using various software packages such as SIMs, FMS, MS Word, Excel, Office 365. Use e-communications packages to correspond with parents after authorisation from Business Manager.
4. Interrogates databases to produce less routine reports (may involve designing simple spreadsheets), identifying and problems/issues with data produced.
5. Responds to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information.
6. Undertake routine cash handling duties, including receiving and recording payment (e.g. lettings and trip monies), issuing receipts and preparing for banking.
7. Processes finance documentation including purchase orders, invoices, payments, bank statements, reconciliations to check or allocate codes, verify calculations, obtain incorrect or missing information before

passing for authorisation. Pursue outstanding payments.

8. Prepares and places orders for resources/office equipment after identifying options and obtaining agreement from Business Manager.
9. File documentations, after familiarisation with filing systems, in accordance with file location. Opens sorts and distributes incoming post and ensures despatch of outgoing post.
10. Maintain confidentiality and compliance with General Data Protection Regulations.
11. Arranges meetings at request of senior officer and takes notes of informal meetings, e.g. team meetings.
12. Undertake first aid duties as required and administration of medicines according to school policy and procedures.

### **SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

## Person Specification

**School/College:** Thistly Meadow Primary School

**Job Title:** Office Administrator

**Grade:** 6

**Post Number:**

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Minimum of 5 GCSE Grade c or above including Maths and English.	✓		App/Doc
NVQ Level 4 Business Administration or equivalent.		✓	
Paediatric First Aid qualification.		✓	
<b><u>Experience</u></b>			
Previous working in a school setting.		✓	App/Ref
Use of SIMs and FMS		✓	
Use of ICT applications relevant to the post, i.e. Word, Excel, Office 365	✓		
Use of parent e-communications system e.g Parentmail, Parent Pay		✓	
Experience of working in a finance/office role.	✓		
<b><u>Skills/Attributes</u></b>			
Word processing and ICT skills – able to use a range of database and software packages.	✓		
Literate – excellent standard of grammar, punctuation and spelling.	✓		
Numerate – able to maintain clear audit trail of records and attention to detail.	✓		
Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc).	✓		

	Essential	Desirable	How assessed
Good communication skills – both oral and written.	✓		
Good time management skills – be able to prioritise work and adhere to deadlines and meet targets.	✓		
Able to be assertive when necessary, to achieve appropriate priorities and outcomes and keep calm in difficult situations.	✓		
Able to operate effectively as a member of a team and with minimum supervision.	✓		
Self-motivated and flexible – to meet peaks and flows of work.	✓		
Willingness to undertake training and take responsibility for own continuing professional development.	✓		
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work.	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form Test = Test Int = Interview Pre = Presentation Med = Medical Questionnaire Doc Evidence (e.g. Certificate)