

THE WANDSWORTH FEDERATION OF MAINTAINED NURSERY SCHOOLS
JOB DESCRIPTION

Role: **Senior Administrative Officer – Balham**

Grade: **SO1 – 23-25**

Purpose of the Job

Responsible under the guidance of senior staff for undertaking and supervising administrative and organisational processes within the school, particularly in relation to Human Resources, Financial Management, Admissions and Premises Management. To contribute to the planning, development and monitoring of support services. To ensure that all administrative tasks are completed to meet deadlines, delegating relevant activities where appropriate. As part of your duties you will be required to work in conjunction with the Headteacher and Federation Business Leader and members of the Senior Leadership Team.

Tasks

1. ORGANISATION

- Deal with complex reception and visitor matters
- Contribute to the planning, development and organisation of support service systems, procedures and policies
- To assist in the management of support staff
- To liaise with senior leaders, team leaders and other support staff as necessary to ensure systems and processes run smoothly.
- Assist in the recruitment, supervision, training and development of other support staff

2. ADMINISTRATION

- Manage and develop manual and computerised records and information systems
- Provide analysis and evaluation of data and produce reports and information as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal – administrative and organisational support to other staff
- To assist in the provision of administrative and organisational support to the Governing Body
- Undertake and manage administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, LA
- Be responsible for undertaking and managing the administration of payroll matters, i.e. all notices, absence returns etc. relating to all staff.
- Undertake the administration of human resources matters including contracts of employment
- To lead on the administration of admissions matters across the school and where necessary across the Federation.
- Maintain the Single Central Record for Somerset.
- Undertake the administration management for premises/health and safety management processes and procedures to ensure statutory and non-statutory compliance. Support the Senior Premises Officer with the H&S Audit, FRA and termly reporting on H&S.

- To lead on the administration of initiatives to maximise additional income, e.g. top up and early entry
- To manage and keep updated the Federation business compliance and asset management records.

3. RESOURCES

- Operate relevant equipment and complex ICT packages
- To take a role in the recruitment process of all staff in undertaking tasks associated with employment procedures, e.g. recruitment checks.
- Provide advice and guidance to staff and others as necessary and appropriate.
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school.
- To liaise with senior leaders to manage, update and upload information onto the school and Federation websites to ensure statutory compliance and ensure the websites are relevant and up-to-date.
- To be responsible for the management and ordering of resources ensuring value for money and keeping within budget code limits.
- To assist senior leaders in procurement processes and sponsorship/additional funding streams
- To take a lead role on the management of maintenance/service contracts
- To manage financial administration procedures, raising orders, paying invoices and cheque and BACS processing.
- To assist senior leaders in planning, monitoring and evaluation of the Federation schools' budgets
- Be responsible for the day to day management of expenditure within the agreed budgets reporting any issues that could have a detrimental impact on the budget plans to the FBL/senior leaders.
- To lead on the day-to-day health and safety management
- Provide advice and guidance to staff and others as necessary and appropriate.

4. 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 difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the schools and the Federation
- Establish constructive relationships and communicate with other agencies and 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
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

1. EXPERIENCE

- Several years' experience of development, management and operation of administrative systems working in an office environment in schools.

2. QUALIFICATIONS

- Desirable - NVQ 3 or equivalent qualification or experience in a relevant discipline
- Excellent numeracy and literacy skills

3. KNOWLEDGE AND SKILLS

- Excellent ICT skills and knowledge of other specialist equipment/resources
- Knowledge of the Microsoft Office Suite, e.g. Word, Outlook, Excel, Powerpoint and Publisher.
- Full working knowledge of relevant policies, particularly Safeguarding and Child Protection, Health & Safety and codes of practice and awareness of relevant legislation and statutory requirements.
- Knowledge and experience of School Information Management Systems and other data-based systems, SIMS, FMS, Arbor and Access.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to assist in the planning and development of office systems.
- Ability to develop equal opportunities and inclusion for all pupils.
- Strong organisational skills are necessary