

Wandsworth Borough Council
Children's Services Department
Administrative Officer
Wandsworth Hospital and Home Tuition Service

Scale 4
Spine Point 7 - 10
39 Weeks Per Year
2 days Per Week (FTE 36 hours per week)
From £10,983 per year actual (FTE £30,987 per year)

The postholder will be responsible to the School Business Manager, Hospital and Home Tuition Service for providing general administrative and financial support within the Medical Pupil Referral Unit (PRU).

ORGANISATION

To provide high quality and effective administrative and financial support service to the Headteacher and School Business Manager for the efficient conduct of the school's administrative affairs.

Duties Include:

- General administrative or financial support to the school

Working Pattern:

- 39 Weeks per year
- 2 days per week

Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

Grade:

- Scale 4

Pay Points:

- 7 - 10

Method of Payment:

- Monthly (15th)

Annual Leave:

- The annual leave year is the 12-month period beginning 1 April each year.

- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.

Annual leave entitlement from 1 April 2024

Applicable to:	Entitlement in working days
All support staff on all grades and spinal points	32 days

Included in the above entitlement is one concessionary day applicable to employees in post on 25th December which may be taken during the Christmas period, plus the two former extra-statutory days.

Purpose of the Job

Responsible under the instruction or guidance of senior staff to provide general administrative or financial support to Wandsworth Hospital and Home Tuition Service.

1. ORGANISATION

- Act as the initial point of contact for reception to the school within Springfield Hospital - undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- To act as a virtual point of contact for all service users, internal and external educational, medical, and social services professionals, students and parents.
- Assist in arrangements for events, school trips etc.

2. ADMINISTRATION & SUPPORT

- Provide general clerical and administrative support e.g. photocopying, filing, postal, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records and management information systems
- Update and maintain student and staff personnel records (paper based and computerised, e.g. School pod), ensuring accuracy to enable reliable internal and external reporting.
- Undertake typing and word-processing and other IT based tasks
- Sort and distribute mail
- Take minutes/notes of meetings as requested by the School Business Manager, Headteacher and Leadership Team, maintaining confidentiality of their content
- Screen letters, emails, telephone calls to Headteacher and Leadership Team.
- Update school diary / planner and communicate it to all staff.
- Create draft letters as required.
- Collate information and distribute termly newsletter
- Provide refreshments to visitors as requested by the School Business Manager, Headteacher and Leadership Team.
- Upload information to the school website
- Any other reasonable requests as directed by School Business Manager.

3. RESOURCES & FINANCE

- Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- To raise orders and commitments for stock and services.
- To check and follow up on outstanding orders.
- Keep accurate record for audit purposes
- Ensure all invoices are processed and payments made in line with audit requirements.
- Carry out bank reconciliation, when required
- To provide the School Business Manager and Headteacher information which will help them to monitor the budget and take financial decisions.
- To produce staff absence reports as directed by School Business Manager
- To maintain and update the equipment register.
- To assist with petty cash reimbursements.
- To carry out other related duties to meet the needs of the school.

4. HUMAN RESOURCES

- Assist the School Business Manager with the recruitment process for all staff.
- Maintain up to date personnel records to meet current legislation.
- Maintain electronic and paper personnel records
- Take minutes of HR meetings as necessary
- Produce statements of particulars with the School Business Manager
- Manage absence returns to payroll
- Maintain the Single Central Record

5. ADMINISTRATIVE SUPPORT TO RESPONSIBILITIES

- Be aware of and comply with 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 school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR
- 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

6. FACILITIES

- To assist the School Business Manager in relation to security concerns, health and safety concerns.
- To assist the School Business Manager in liaising with hospital facilities management, reporting and monitoring faults/requirements to the relevant Trust department.
- To liaise with Trust cleaning managers/supervisors, reporting and following-up on hygiene concerns.

7. RESPONSIBILITIES

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PERSON SPECIFICATION

1. EXPERIENCE

- General clerical, administrative and financial work as appropriate
- Be able to demonstrate experience of providing effective financial and HR support.
- Experience of using and developing financial systems and procedures.
- Previous experience working in a school setting

2. QUALIFICATIONS

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Good numeracy/literacy skills

3. KNOWLEDGE AND SKILLS

- The ability to undertake a wide range of financial/HR and administrative tasks.
- The ability to respond effectively to staff, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone.

- Excellent numeracy/literacy and communication skills
- Effective use of ICT and other specialist equipment/resources
- Excellent ICT skills
- Excellent organisation skills
- Ability to prioritise
- Ability to relate well to children and adults
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify own training and development needs and co-operate with means to address these
- Effective implementation of the school's equal opportunities policy in all areas of work