



---

**GAINSBOROUGH COMMUNITY PRIMARY SCHOOL**  
**PRESCHOOL AND**  
**CHILDREN'S CENTER**

---



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Administration Officer (HR &amp; Finance Responsibility)</b>
<b>Responsible to:</b>	<b>Cluster Finance &amp; Admin Manager</b>
<b>Accountable to:</b>	<b>Executive Headteacher, Executive Principal</b>
<b>Based:</b>	<b>Gainsborough Primary School, Preschool &amp; Children's Center</b>
<b>Hours:</b>	<b>32.5 hours per week - 7.30am to 2.30pm Monday to Friday (term time only)</b>
<b>Scale</b>	<b>Grade 5, Points 12-15 (£26,544-£28,005)</b>
<b>Contacts:</b>	<b>Deputy Headteacher, Assistant Headteacher, SENDCo, Senior Managers, Federation Finance Director, Federation Business Manager, Children's Centre Supervisor, Site Manager, Cook, Administration Officer other school staff, pupils, Governing Body, the LEA, parents and care givers, and other outside bodies such as building contractors and pupil support services.</b>

**JOB SUMMARY:**

- To provide of an efficient and effective reception, administrative and clerical support function for the school, children's centre and pre school; and
- To provide HR and Finance support to the Cluster Finance & Admin Manager; and
- To provide administrative and clerical support to school staff.

**MAIN DUTIES AND RESPONSIBILITIES:**

- To work alongside the Cluster Finance & Admin Manager and other administration team members to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data and HR;
- To be responsible for the management of the school, children's centre or preschool reception/office area as required;
- To maintain the various databases and hard copies of pupil and staff records;
- To coordinate the ordering processes within the school, children's centre and preschool;
- To provide reception and administrative duties as required;
- To support the HR functions of the school; and
- To support the financial functions of the school.

## **HUMAN RESOURCES:**

- To support the school's recruitment processes including the production of recruitment packs, advertisement of roles and communication with candidates.
- To be responsible for ensuring that the schools website is up to date and includes any current vacancies and all relevant documents and information are updated where necessary.
- To ensure that employee records are up to date; including electronic databases and hard files e.g. emergency contacts, addresses and medical information.
- To support the Cluster Finance & Admin Manager in creating and updating employee HR files and maintaining the information held on the SCR.
- To organize and maintain all site archiving.
- To support the schools HR processes by being available to take and produce minute records of both formal and informal meetings when required.
- To ensure staff sickness absences are recorded on SIMS, absence trackers, school overviews and the payroll portal.
- To support the Headteacher or other senior leaders in carrying out the processes required to effectively manage staff sickness absences.
- To ensure that staff requests for leave are responded to in a timely manner and that details of leave are recorded on SIMS, absence trackers, school overviews and the payroll portal.
- To ensure full compliance with GDPR.

## **FINANCE:**

- To order goods and to deal with the return of goods to suppliers, where necessary.
- To maintain cash collection systems (Parent Pay) and ensure that processes are in line with financial procedures;
  - Setting up new payment items
  - Importing new pupils or staff and providing the relevant sign up documents
  - Applying the correct items to individuals and groups
  - Maintain weekly registers for items where appropriate for both pupils and staff
  - Compile regular debt reports and ensure that regular correspondence is shared to collect outstanding monies from parents, staff, agency staff and contractors
  - Provide a termly report for governors
- To raise purchase orders for all orders and SLAs ensuring that all orders are checked upon arrival before distributing to the relevant persons.
- To ensure that all stages of the ordering process have been fulfilled, as per the financial procedures, by matching paperwork (internal order form, PO, delivery note and invoice) before handing over for payment.

**RESOURCES:**

- To maintain stocks and supplies within an agreed budget and distribute as required.
- To manage school uniform stocks and sales and organize regular stock checks and orders.

**OFFICE MANAGEMENT:**

- To ensure that all visitors to the school, children's centre or preschool sites are welcomed in a polite, friendly, and efficient manner and providing hospitality as required.
- To open and distribute incoming post to the relevant members of staff.
- To arrange for outgoing post to be either collected or posted when required.
- To ensure that the school, children's centre and preschool reception areas are organized well and systems are maintained to high level.
- To provide information and assistance to, and with, all staff, parents/carers, pupils, members of the public and other agencies as required. This includes dealing with enquiries and taking appropriate action using your own initiative, and the resolution or passing on of complaints to the appropriate member of staff.
- To use IT packages to create documents and collate information as required.
- To produce pupil and parent correspondence that is accurate and well written.
- To maintain a clear and tidy workspace.
- To undertake general office duties including filing, photocopying and the drafting and typing of general correspondence, newsletters, reports and official statistical returns as necessary.
- To support staff in arranging and booking transport for school trips and events.
- To ensure high quality and accurate school newsletters are prepared, sent to parents and published on the school's website.
- To photocopy resources for the classroom and support in the preparation of resources where necessary.
- To plan and schedule meeting rooms for training or meetings as required and ensure that the appropriate resources or refreshments are provided.

**PUPIL DATA:**

- To assist in maintaining an efficient filing system.
- Maintain individual pupil records in accordance with PLASC requirements.
- Produce returns and reports when necessary.
- Carry out periodic audits of a selection of pupil files to ensure consistent compliance is maintained and prepare a report for schools governors to demonstrate your findings.
- Support the annual updating of the SIMS database with the annual pastoral structures;

- To maintain the school's emergency contact forms and records for both staff and pupils.
- To provide assistance with other information databases as required.
- To ensure that all records are kept accurately and comply with GDPR requirements.
- To ensure that all computerised data is kept accurately and securely, and in compliance with data protection legislation.

**GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

<b>Issue Date</b>	
<b>Signature of Headteacher</b>	
<b>Name of Postholder</b>	
<b>Signature of Postholder</b>	
<b>Date of Acceptance</b>	



**GAINSBOROUGH COMMUNITY PRIMARY SCHOOL**  
**PRESCHOOL AND**  
**CHILDREN'S CENTER**



**PERSON SPECIFICATION**

**Administration Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Knowledge and Experience</b>	<p>English and Maths Qualifications to GCSE level.</p> <p>A sound level of literacy and numeracy.</p> <p>Experience in an administrative setting, ideally within education.</p> <p>Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.</p> <p>Knowledge of equal opportunities legislation.</p> <p>An awareness of policies, procedures and best practice in relation to confidentiality, information sharing and child protection.</p>	<p>Qualification in Administration, e.g. NVQ2 in Administration.</p>

<b>Communication</b>	<p>Possesses effective verbal and written communication skills.</p> <p>Presents information and ideas clearly and uses communication appropriate to the audience.</p> <p>Able to positively influence the opinions of others through factual discussion.</p> <p>Able to adapt personal style of communication to reflect a situation and/or need.</p> <p>Able to create an environment of trust by delivering on promises.</p>	<p>Able to communicate in an additional language.</p>
<b>Communication Cont.</b>	<p>Utilizes report writing skills to accurately reflect a situation through positive communication techniques.</p> <p>Able to disseminate information and demonstrates a consultative approach to communication.</p> <p>Able to persuade and influence others effectively.</p> <p>Able to demonstrate tact and diplomacy in communication.</p>	

<b>Skills and Abilities</b>	<p>Competent to an intermediate level in the use of Microsoft Office software to complete secretarial or administrative tasks, eg. Word, Excel, PowerPoint, Outlook etc.</p> <p>Competent in the maintenance of database packages and experience of reporting from database packages.</p> <p>The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.</p> <p>The ability to deal with a range of people, including members of the public and other professionals, in an effective and polite manner.</p> <p>The ability to use own initiative and creativity to achieve desired results.</p> <p>Possesses good organizational skills in order to maintain efficiency and the ability to prioritize own workload.</p>	
-----------------------------	---	--

<b>Skills and Abilities</b>  <b>Cont.</b>	<p>Willingness to partake in continuous professional development.</p> <p>Demonstrates excellent administrative and reception practices.</p> <p>Exercises flexibility so as to take on changes in work priorities and practices.</p> <p>Able to balance tasks and resources in the organisation of a wide range of activities.</p> <p>Able to provide contingency plans to address the unexpected.</p> <p>Demonstrates clear and logical thinking in working through problems.</p> <p>Able to follow organisational procedures and maintain quality of standards in own work.</p> <p>An awareness of the needs of children who have a variety of needs and who come from a variety of backgrounds.</p> <p>The ability to adapt to new office technologies.</p> <p>An understanding of customer service and the principles in delivering outstanding customer service.</p>	
---	--	--



<b>Accountability and Freedom to Act</b>	<p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p> <p>Leads by example in standards of behavior in the work environment.</p>	
--	---	--