

Hadrian Learning Trust Job and Person Description

Post Title:	Admin/Clerical Officer/Assistant (Level 3)	Director/Service/Sector:	Children's Services
Band:	3	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Trust Assistant Headteacher / Office Manager	Date:	September 2021
Job Description Ref:	SG3		

Responsible for:

Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

Job Purpose:

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Resources	Staff	Supervision and training of Level 1 & 2 administration staff as directed.
	Finance	Handling cheques, invoices and amounts of petty cash.
	Physical	Office Equipment, Accuracy and Security of Databases
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

Duties and key result areas:

Key responsibilities linked to the role:

Organisation

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate

Administration

1. Manage manual and computerized, cloud based, record and information systems e.g. SIMS
2. Analyse and evaluate information and produce reports and information as required
3. Processing of invoices and paperwork associated with the finance management of a school, as directed by the finance manager
4. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
5. Provide personal, administrative and organisational support to other staff
6. Provide organisational support to the Trust Board where directed.
7. Undertake the administration of complex procedures
8. Complete and submit complex forms and returns e.g. PLASC etc., including those to outside agencies



e.g. DfES where required

9. Undertake the administration of payroll systems and documents as appropriate

Resources

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with procurement and sponsorship
7. Assist with the marketing and promotion of the school
8. Manage the administration of facilities including the use of school premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
 - Data protection
 - Confidentiality and data protection Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity across a range of abilities
- Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required.
- To undertake First Aider training appropriate with the role and nature of activity.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar

level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Work Arrangements

Transport requirements:	None but would be required to use own or public transport if on business.
Working patterns:	Monday to Friday
Working conditions:	Office based

PERSON SPECIFICATION

Essential	Desirable	Assess by
-----------	-----------	-----------

Knowledge and Qualifications

NVQ 2 or equivalent qualification in literacy and numeracy	NVQ 3 Qualification or experience in a relevant discipline e.g. business administration.	(a), (t)
--	--	----------

Experience

Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting Experience of managing staff	(a), (i)
--	---	----------

Skills and competencies

Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work with children and adults Ability to work as member of a team Ability to self-evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
---	---	----------

Physical, mental and emotional demands

Ability to work under the pressure of tight deadlines.		
--	--	--



Other		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits