

<b><i>Post:</i></b>	<b>Administration Officer Lansbury Bridge School &amp; Sports College:</b>
<b><i>Salary:</i></b>	<b>SCP points 18-21</b>
<b><i>Hours:</i></b>	<b>37 hours per week, term time only.</b>
<b><i>Responsible to:</i></b>	<b>Leadership Team and School Business Manager</b>
<b><i>Post Objective:</i></b>	<b>The Administration Officer will become an effective member of a multi-disciplinary team working together to achieve the aims of Lansbury Bridge School.</b>

Lansbury Bridge School aims to become a *Centre of Excellence* characterised by:

- Excellence of provision for those pupils who receive their education on the site of the school – a safe, secure and caring environment where expectations and achievements are high, and children and young people realise their full potential in all areas of their development: academic, physical, emotional, spiritual, moral, social and independence.
- An environment where pioneering approaches to teaching, learning and support for children with complex learning difficulties are developed and evaluated.
- The provision of training, advice, guidance and support, based on proven and effective methods, to colleagues in mainstream schools to support them in building their capacity to meet the needs of children with an increasingly broad range of additional needs.
- The use of PE, sport and physical activity to improve the health, behaviour, confidence and learning of the whole school community.

## **Administration Officer, Lansbury Bridge School: Job Description**

### **PRINCIPAL RESPONSIBILITIES**

To work with the School Business Manager and Headteacher to allocate, control and account for those financial and material resources of the school.

To provide clerical and administrative support to the School Business Manager, Leadership Team and other school staff.

To manage the administration of staff absence procedures and the administration and deployment of agency and supply staff.

### **KEY AREAS OF RESPONSIBILITY**

#### **TO WORK WITH THE SCHOOL BUSINESS MANAGER AND HEADTEACHER TO ALLOCATE, CONTROL AND ACCOUNT FOR THOSE FINANCIAL AND MATERIAL RESOURCES OF THE SCHOOL.**

To provide clerical and administrative assistance to the Business Manager in relation to the day to day management of the school budget and school voluntary funds, and maintenance of financial accounting systems in accordance with the LEA and governing body financial regulations, including:

- Maintaining accurate financial records
- Ordering goods and services
- Raising of invoices as authorised by the School Business Manager
- Payment of invoices as authorised by the School Business Manager
- Control of payment of raised invoices and recording of non-payment
- Receiving incoming goods and purchases and delivery to correct member of staff
- Verification of delivery notes
- Confirming purchase orders in accordance with financial regulations
- General record keeping of orders and invoices paid
- Control of non payment of invoices produced, under the School Business Manager's Supervision
- Communicating with relevant external bodies with regard to financial matters when directed by the Headteacher or by the School Business Manager
- Completion of necessary LA/non LA returns.

#### **TO PROVIDE CLERICAL AND ADMINISTRATIVE SUPPORT TO THE SCHOOL BUSINESS MANAGER, LEADERSHIP TEAM AND OTHER SCHOOL STAFF.**

To carry out any general secretarial/administrative duties as required to ensure the smooth running of the school as directed by the Headteacher or School Business Manager, including:

- Collection of money (eg relating to school educational visits, school dinners, charity collections)
- Maintain Attendance and Dinner Registers
- Check and classify non-attendance
- Run computerised attendance records
- Administer Petty Cash and Postage
- Deal with telephone / personal enquiries
- Open and distribute of mail / e-mail
- Ordering and stock taking in relation to school uniform

- Bulk photocopying
- Copy typing
- Producing standard letters
- Inputting staff and pupil data
- Producing staff, class and pupil information, in report form
- Record keeping and filing
- Collating pupil report.
- Minuting meetings.

To arrange administrative support to the Leadership Team in the management of the Education, Health and Care/Pupil Annual Review planning process, including attending and minuting meetings, and providing administrative and clerical support for the process.

To help ensure the school complies with data protection and copyright legislation.

To liaise as required with any outside agency on behalf of the school to aid in its efficient day to day running.

To maintain the inventory of school resources and equipment using SIMS equipment register.

Assist in the development of the school's computerised office systems including SIMS.  
Assist in the booking of school facilities for out of school use, including dealing with initial enquiries, checking suitability of dates and times, sending appropriate forms, and ensuring correct completion of all relevant documents.

To invite Governors to any sub-committee meetings, provide necessary documents, and minute the meeting.

Maintain the database of pupil records, signing pupils in and out, recording late arrivals.

Deal with visitors to the school as and when required.

Organise and provide hospitality to visitors and for meetings.

#### TO MANAGE THE ADMINISTRATION OF STAFF ABSENCE PROCEDURES AND THE ADMINISTRATION AND DEPLOYMENT OF AGENCY AND SUPPLY STAFF.

To manage the cover requirements for the school on a daily basis, to a high standard, dealing with sensitive and confidential information when making decisions regarding cover.

Monitor staff absence and, when appropriate, arrange for appropriate agency and supply staff to be procured to ensure safe levels of staffing in school.

Managing the efficient application of the regular supply teaching assistant's timetable.

To manage cover for all examinations, educational visits and staff training ensuring all classes are covered appropriately, referring to complex staff timetabling planning.

Applying knowledge of pupil medical needs and circumstances to ensure to correct supply arrangements are made for each class.

Ensure all staff supplied by external agencies have the appropriate clearances to meet best safeguarding practice.

To update and maintain the Supply Agency section of the Single Central Record.

Provide a brief induction, including safeguarding and Health & Safety information, for all agency and supply staff.

Deploy agency and supply staff on site to cover absences.

Be available during the course of the working day to answer any queries from agency and supply staff.

Complete internal requisitions and any other clerical tasks to ensure external agencies receive appropriate payment and school financial systems reflect best practice.

Sign off timesheets from supply agencies each week ensuring information is factual and invoices are correct.

Periodically conduct best value surveys to ensure school is getting best value from its financial resources. Arrange meetings with supply agencies, minute and report to the School Business manager to recommend outcomes.

To manage staff absence procedures including absence returns to the LA and the development and maintenance of manual and computerised record/information systems.

Provide sickness absence and other data to the Leadership Team as requested.

Provide administrative and clerical support for managers carrying out "Back to Work" procedures, including the preparation of return to work forms, containing up to date and accurate absence information.

### ACCOUNTABILITY

Participate in the school's arrangements for the appraisal of the performance of staff in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training.

Participate in the setting and/or monitoring of targets relating to their own performance and that of other staff.

Promote a positive image of the school.

In relation to the Local Authority, and as directed by the Headteacher or School Business Manager, to liaise and work in partnership with officers and support services.

### GENERAL

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**All** staff at Lansbury Bridge School are expected to take responsibility for the following:

- To be aware of school policies and play a full role in their implementation.
- To comply with the Council's / School's Single Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
- Work collaboratively with all colleagues including Support, Therapy and Nursing staff.
- Expect and encourage high standards of behaviour.
- To comply with the Council's Data Protection Policy / legal requirements.

All staff are expected at all times to act in a manner as to justify public trust and confidence, serve the interests of Lansbury Bridge School, and uphold and enhance its good standing and reputation.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher and

Governors will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

The post is subject to Enhanced Disclosure.

**PERSON SPECIFICATION & ELIGIBILITY CRITERIA FOR THE POST OF  
ADMINISTRATION OFFICER**

	<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>CRITERIA WILL BE MEASURED</b>
A. <u>Education, Training and Work Experience</u>	To have experience of School or other Budget Administration.	E	A
	To have worked as an Administration Assistant in a mainstream or special school.	D	A
B. <u>Skills and abilities</u>	<b>The ability to:</b>		
	➤ Input, organise and present computerised data to support school management.	E	I
	➤ Be able to communicate effectively with staff, parents, the community and relevant external agencies.	E	I
	➤ Relate to and work with others as a member of a team.	E	I
	To demonstrate a practical understanding of the use of SIMS Packages: SIMS.net, FMS and Attendance.	D	A / I
	To be proficient in Word Processing.	E	A / I
D. <u>Knowledge and Understanding</u>	To be proficient with Microsoft Word.	E	A / I
	To be proficient with other Word Processing packages.	D	A / I
	Demonstrate an understanding of electronic data exchange.	E	A / I
	Demonstrate an understanding of confidentiality in relation to personal and financial information.	E	A / I
	Demonstrate an understanding of data protection and copyright legislation.	D	A / I

<p>E. <u>Personal Qualities</u></p>	<p>Strong interpersonal skills, in particular the ability to relate well to children and adults.</p> <p>The ability to be an example of good practice reflecting the policies of the Governing Body.</p> <p>Demonstrate a high standard of professionalism and self-discipline.</p> <p>Demonstrate an ability to build and maintain professional relationships</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>F. <u>Approach to work</u></p>	<p>Demonstrates a commitment to high quality and high standards.</p> <p>Demonstrates an ability to use initiative.</p> <p>Demonstrates a commitment to equal opportunity.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>A / I</p> <p>A / I</p>
<p>Prepared June 2015</p>			<p>A = Application Form I = Interview</p>