

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH981	Grade E
Job Title :	Primary Admin Officer. (found in schools where there is also a Finance Officer)	
Main Job Purpose :	To provide support to administering the private school fund, maintenance, lettings and school meals.	

Main Duties :

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1.	Under the direction of the Finance Officer, monitor the main school account; enter and check income from DfES, LEA, Standard Fund, other grants and donations. Input VAT refunds and create and action journals for Direct Debits e.g. rates, and "Right Choice" services purchased from the LEA. Maintain bank mandates and BACs etc.
3.	Interface with schools HR and payroll, submit claims (supply teachers, support staff overtime, expenses) and issue pay slips. Ensure requests for staff contracts are correct and relayed to LEA. Advertise vacant positions and administer selection procedures.
4.	Account for cash received for dinners, uniform, outings, music lessons, photographs, donations etc. Count, record and bank this cash. Submit invoices for dinner money, residential trips, music lessons etc. and lettings. Under the direction of the Finance officer, prepare invoices and match them against orders/ delivery notes, obtain authorisation, print cheques, obtain signatures and send cheques.
5.	Maintain staff and pupil records, including KS1, KS2 Assessments and Foundation Stage Profiles. Make staff and pupil returns as required, including, PLASC, Job Vacancies, Pupil Tracking, Early Years, Class Size, Attendance, Racial Incidents, KS1 and KS2 SATs results, Foundation Stage Profiles. Send reports by e-mail, Securenet and S2S.
6.	Undertake general administration tasks e.g. Book transport, training courses, supply teachers etc, arrange venues; administer clubs,

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7.	Write and distribute newsletter (signed by Head Teacher) to give information to parents. Extract data and assemble Children's Reports. Gather and distribute information to staff and local organisations.
8.	In conjunction with the Finance Officer, administer school property; oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Organise lettings of premises. Control and re-order stock (stationery and educational consumables, uniform) taking account of "value for money". Research the best "value for money" and order equipment for staff.
9.	Act as Receptionist dealing with telephone and personal callers, parent enquiries, deliveries and collections.
10.	Generate correspondence for the Head teacher.

Supervision and Management
The job holder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)
The job holder works within a general framework of recognised procedures but develops systems to improve processes and regularly drafts correspondence, newsletters and fliers.

Key Contacts and Relationships
<p>The jobholder works closely with the Head Teacher and Finance Officer for day to day work and with all other school staff for information exchange.</p> <p>Liaises with the Wiltshire County Council the LEA for liaison and information.</p> <p>May be the first point of contact for enquiries from parents or carers</p> <p>Outside companies in dealing with goods and services.</p>

Decision Making

The jobholder operates to clearly defined rules and procedures but within these there are limited choices to be made, e.g. who to refer a query to when working on reception duties.

Resources

The job holder is responsible for handling incoming cash.

Working Environment

The job is normally subject to interruptions e.g. from visitors or telephone callers, pupils and staff, and occasionally this leads to the jobholder switching to a different programme of tasks. There is occasional background noise from pupils. The jobholder has contact with the general public and this may be on contentious matters.

Knowledge and Skills

The jobholder needs the ability to undertake a variety of administrative tasks in a school setting. This requires a good standard of practical administrative skills, including handling of callers, maintenance of records and Word Processing skills.