

BRACKNELL FOREST BOROUGH COUNCIL

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: ADMINISTRATIVE OFFICER	Grade/Salary Range:

JOB PURPOSE

Under the instruction/guidance of Bursar/Finance Officer to provide general administrative support within the school office. May provide PA support to Headteacher and or senior staff.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will report to Bursar/Finance Officer/Headteacher and will be deployed as necessary within the school.

MAIN DUTIES AND RESPONSIBILITIES

Some or all of the following duties will be undertaken

- Undertake reception duties, answering general telephone and personal enquiries and signing in visitors.
- Assist with pupil welfare/first aid including looking after sick pupils and liaising with parents and staff.
- Undertake administrative procedures including school lettings, shops etc.
- Provide general clerical/administrative support including: - photocopying, filing, e-mailing, faxing, sorting and distributing mail. etc.
- Advise and supervise other staff as required.
- Manage correspondence and prepare more complex documents/forms.
- Undertake word processing, data entry and other ICT based tasks e.g. work with finance systems, operate M.S Office software and use the Internet.
- Provide administrative assistance to headteacher and other senior staff as required.
- Manage and run computerised reports, provide lists/information/data as required.
- Maintain manual and computer-based records and management information systems e.g. SIMS, maintain and collate pupil records.
- Take notes at meetings.
- Follow financial procedures and undertake general financial administration including:- processing orders and invoicing.
- Provide administrative support to Finance Officer or Bursar, Headteacher or other senior staff.
- May act as headteachers P.A.
- Provide general advice and guidance to pupils, staff and others.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.

- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Being responsible for first line customer contact both face to face, on the telephone and in writing the schools image is being projected by the postholder.

If record keeping and other information systems are not satisfactorily maintained the school may fail to keep statutory standards.

Postholder may have some budgetary and supervisory responsibility.

The duties and responsibilities of this post cover a wide range,if less than the full responsibilities apply this will be reflected in the grade allocated within the range available

Date:

Signature: