

# Lancashire County Council

Job description for the post of: School Administrative Officer					
Directorate: Children and Young People			Location:	Bacup Nursery School	
Establishment or team:		Schools		Post number:	
Grade:	Scale 3	Line manager:	Headteacher	Car user:	
Staff responsibility: Support staff as appropriate		Number of staff directly supervised:		Which business plan covers this post?	
<p><b>Core Purpose</b></p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p>Corporate Objectives Lancashire a place where people can</p> <ul style="list-style-type: none"> <li>• Feel safe</li> <li>• Lead healthy lives</li> <li>• Get help if they need it</li> <li>• Learn and develop</li> <li>• Work and prosper</li> <li>• Travel easily and safely</li> <li>• Enjoy a high quality environment</li> </ul> <p><b>The purpose of this job is:</b></p> <p>Under general guidance to provide general administrative/IT/financial support to the school.</p>					
<p><b>Core tasks</b></p> <p><b>Clerical/Administrative/Teacher/Pupil Support</b></p> <p>(a) General Clerical/Administrative/Teacher/Pupil Support</p> <ul style="list-style-type: none"> <li>• Provide general clerical/administrative support including: <ul style="list-style-type: none"> <li>filing correspondence;</li> <li>photocopying and reprographics including recharging of service/computerised administration and production of regular management information;</li> <li>accessing E Mail/Internet/School Portal as required;</li> <li>assist in the clerical arrangements for trips/school events etc;</li> <li>processing of appointment/termination and regular personnel/payroll documentation etc;</li> <li>maintain registers and provision of associated returns;</li> <li>provision of standard returns;</li> <li>responding to correspondence;</li> <li>collating pupil reports;</li> <li>dealing with incoming/outgoing mail;</li> </ul> </li> <li>• Take notes at ad-hoc meetings as required.</li> </ul>					

- Undertake reception duties including answering telephone and responding to standard queries and enquiries and dealing with visitors where appropriate on behalf of headteacher.
- Welfare support as required including liaison with staff and/or parents.
- Providing administrative support for examinations including data inputting.
- Ordering supplies and equipment/maintain stock and classroom resources and arrange repair where necessary.

(b) Other Administrative/Teacher/Pupil Support

- Pupil admissions - recording data/liason other schools/class lists/timetables/management information and statistics returns.
- Undertake word processing and operation of IT software as required including advanced applications (mail merge/tables/spreadsheets/databases/use of software packages for creative WP requirement eg prospectus).
- Update/maintain manual/computerized record/management information systems including system maintenance/back up files and provision of reports.
- Undertake administration of school lettings.
- First point of contact re teacher absences/contact with supply agency/associated record keeping/process payments.
- Administering work experience arrangements.
- Responsible for pursuing pupil absence with parents including recording/ monitoring of absence and production of reports.

**Financial**

- Receive and record dinner/milk money etc. and associated records and bank where required.
- Undertake general financial administration including:
  - raising orders/invoices;
  - process payments;
  - input budget figures;
  - responsibility for computerised transactions;
  - recording data and provision of management information re financial transactions.
- Provision of regular management information.
- Ascertain prices of occasional suppliers

**Other Duties**

- Supervision of lower graded administrative/clerical support as necessary.

**School**

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

**Note:** In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.

<b>Prepared by:</b>	Andrea Cooper	<b>Date:</b>	4/6/24
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We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

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