**Lancashire County Council**

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| **Job description for the post of: School Administrative Officer** | | | | | | | | | |
| **Establishment or team:** | | | Willow Tree Federation | | | | **Post number:** | |  |
| **Grade:** | 3 | | | **Line manager:** | Headteacher/ Senior School Administrative Officer | | | | |
| **Core Purpose**  Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.  Corporate Objectives  Lancashire a place where people can   * Feel safe * Lead healthy lives * Get help if they need it * Learn and develop * Work and prosper * Travel easily and safely * Enjoy a high quality environment   **The purpose of this job is**: | | | | | | | | | |
| Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school. | | | | | | | | | |
| **Core tasks**  **Clerical/Administrative/Teacher/Pupil Support**  (a) Routine Clerical/Administrative/Teacher/Pupil Support   * Provide routine clerical/administrative support including:   - filing correspondence;  - photocopying and routine reprographics and associated administration;  - accessing E Mail/School Portal;  - assist in the clerical arrangements for trips/school events etc;  - processing of appointment/termination and regular personnel/payroll documentation etc;  - maintain registers eg pupil/staff absence/milk money including associated returns/ summaries. Obtaining reasons for pupil absence from parents  - contact point for admissions including recording of basic data;  collating pupil reports.   * General welfare support where required including liaison with staff and/or parents. * Recording television/video/radio programmes and operation of office equipment. * Organise storage and repair or supplies and office/classroom resources. * Undertake reception duties including answering telephone and responding to routine queries and enquiries: greeting visitors. * Receive and distribute incoming mail/record and post outgoing mail.   (b) General Clerical/Administrative/Teacher/Pupil Support   * Undertake standard word processing. * Maintain/update manual/computerised record/management information systems and completion of routine returns/production of basic statistical data. * Balance costings. * Dealing with school diary as first point of contact. * Administering examinations including data inputting. * Ordering supplies and equipment/maintain stock. * Contact with supply agency/recording details/timesheets. * Undertaking routine correspondence. * Take notes at staff meetings as required. * Contact point for lettings and liaison with area office.   **Financial**   * Receive and record dinner/milk money etc. and associated records and bank where required. * Raise orders/processing invoices. * Provision of occasional expenditure records. * Undertake routine financial administration e.g. Postage system / petty cash.   **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. | | | | | | | | | |
| **Prepared by:** | | Lucy Naylor Headteacher | | | | **Date:** | | 30.04.2025 | |

**Equal opportunities**

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.