

Hadrian Learning Trust

**JOB DESCRIPTION**

<b>Post Title:</b>	Admin/Clerical Officer/Assistant (Level 3)	<b>Director/Service/Sector :</b>	Children's Services
<b>Band:</b>	3	<b>Workplace:</b>	HMS and QEHS Part of HLT
<b>Responsible to:</b>	Trust Office Manager / Trust Business Manager	<b>Date:</b>	March 2022
<b>Job Description Ref:</b>	SG3		

**Responsible for:** Supervision of Level 1 & 2 administration staff as directed.

**Job Purpose:**

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

<b>Resources</b>	Staff	Supervision of a small number of staff including training
	Finance	Handling cheques, invoices and amounts of petty cash.
	Physical	Office Equipment, Accuracy and Security of Databases
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

**Duties and key result areas:**

**Key responsibilities linked to the roll:**

**Organisation**

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate

**Administration**

1. Manage manual and computerized, cloud based, record and information systems e.g. SIMS
2. Analyse and evaluate information and produce reports and information as required
3. Processing of invoices and paperwork associated with the finance management of a school, as directed by the finance manager
4. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
5. Provide personal, administrative and organisational support to other staff

Queen Elizabeth High School

Whetstone Bridge Road, Hexham, NE46 3JB  
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www.qehs.net

Executive Headteacher: Graeme Atkins  
Head of School: Neil Seaton

Hexham Middle School

Whetstone Bridge Road, Hexham, Northumberland NE46 3JB  
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Executive Headteacher: Graeme Atkins  
Head of School:



6. Provide organisational support to the Trust Board where directed.
7. Undertake the administration of complex procedures
8. Complete and submit complex forms and returns e.g. PLASC etc., including those to outside agencies e.g. DfES where required
9. Undertake the administration of payroll systems and documents as appropriate

### **Resources**

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with procurement and sponsorship
7. Assist with the marketing and promotion of the school
8. Manage the administration of facilities including the use of school premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

### **Responsibilities**

1. Comply with and assist with the development of policies and procedures relating to:
  - a. Child protection
  - b. Health and safety
  - c. Data protection
  - d. Confidentiality
    - a. Reporting all concerns to an appropriate person.
2. Support the school's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the school
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post
8. To undertake First Aider training and be on the Trust First Aid rota.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all

staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Work Arrangements

Transport requirements:	None
Working patterns:	Monday to Friday
Working conditions:	Office based

### PERSON SPECIFICATION

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
NVQ 2 or equivalent qualification in literacy and numeracy	NVQ 3 Qualification or experience in a relevant discipline e.g. business administration.	(a), (t)
<b>Experience</b>		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting  Experience of managing staff	(a), (i)
<b>Skills and competencies</b>		
Effective use of ICT and other specialist equipment /resources  Good ICT and keyboard skills  Ability to work with children and adults  Ability to work as member of a team  Ability to self evaluate learning	Experience of educational ICT systems and/or other management information systems	(a), (i)

needs and actively seek learning opportunities		
<b>Physical, mental and emotional demands</b>		
Ability to work under the pressure of tight deadlines.		
<b>Other</b>		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits