



**Brighton & Hove**

## **JOB DESCRIPTION**

**JOB TITLE: Admin/Organisational Support – Role D**

**SECTION: Schools**

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### **1. PURPOSE OF JOB**

**Organise and supervise administrative systems as required. Contribute to the planning, development and monitoring of support services and / or management of support staff, including co-ordination and delegation of relevant activities.**

### **2. PRINCIPAL ACCOUNTABILITIES**

#### **Organisation**

- **Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies**
- **Keep operating procedures under review to identify areas of potential development and / or improvement and make recommendations**
- **Where appropriate: manage support staff; liaise between managers / teaching staff and support staff; hold regular meetings with managed staff; undertake recruitment / induction / training / mentoring for other staff**

#### **Administration**

- **Take a lead role in the development and maintenance of manual and computerised records / management information systems**
- **Ensure that all administrative activities are carried out in accordance with school policy and procedures**
- **Provide detailed analysis and evaluation of data and produce reports / information as required**
- **Provide or oversee secretarial services for the Head Teacher, including maintaining confidential records, diary keeping and assisting visitors as required and producing and responding to complex correspondence**
- **Provide organisational and complex advisory support to other staff**
- **Attend and contribute to Governors' meetings**
- **Attend and take minutes at other meetings, as required**

- **Manage complex administrative procedures**, e.g. those relating to school meals, transport
- **Responsible for completion and submission of complex forms**, returns etc., including those to outside agencies, e.g. DfES
- **Manage** the administration of Payroll systems

### Resources

- **Responsible for the selection and management of resources, including management of a budget and regular audit of resources**
- **Take a lead role in the recruitment of support staff and in managing associated employment procedures**
- **Establish work programmes and set work priorities for staff and resolve problems as required**
- **Monitor work performance, identify staff training needs, evaluate effectiveness of training and keep accurate records.**
- Provide advice and guidance to staff and others on **complex issues**
- Undertake research and obtain information to inform decisions
- **Take a lead role** in procurement and securing sponsorship / funding
- **Manage service contracts**
- **Oversee ordering procedures** and purchasing of supplies / materials / services ensuring levels are maintained
- **Manage school licences and insurance**
- **Take a lead role** in marketing and promoting the school
- **Ensure inventory checks are undertaken and appropriate records of furniture / equipment are maintained, authorising repair / replacement as necessary**
- Manage **facilities** including premises, lettings and associated income, building and projects etc
- **Manage** complex financial procedures, including:
  - taking a **lead role in planning, monitoring and evaluating** the budget plan
  - **management** of expenditure within agreed budget(s)
  - **managing, monitoring and reporting** of all Private Funds, ensuring legal compliance and arranging annual audit
  - **designing and setting up appropriate systems** for monitoring income, expenditure, cash flows and deposits, in accordance with procedures
  - **producing and presenting reports** for Head Teacher and Governors, interpreting information for non-specialists
  - **reconciling financial records** with bank statements and computerised printouts, bringing any significant anomalies / discrepancies to the attention of line manager
  - **preparing, or overseeing the preparation of**, financial statements, commitment accounts and any other financial activities within the school, devising financial systems to meet local needs when necessary

- acting as **authorising officer** for financial transactions

- **Responsible for Health & Safety management in own area**

**Responsibilities**

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- **Develop** constructive relationships and communicate with other agencies / professionals
- **Share expertise and skills with others**
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Post Holder Name.....

Post Holder Signature.....

Date.....

**Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment**

## PERSON SPECIFICATION

**POST TITLE:** Admin/Organisational Support Role D

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related Education and Qualifications and Knowledge**

- NVQ **Level 4** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation

**Experience**

- **Several years** demonstrable experience of working in an office environment at a **senior level**

**Skills & Abilities**

- **Excellent** numerical skills to undertake a variety of tasks, e.g. **writing financial reports for external sources, budget monitoring and planning**
- **Excellent** literacy skills to undertake a variety of tasks, e.g. **contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding**
- **Skilled in the use of specialist equipment / resources**
- Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice
- **Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters**
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors

- Able to demonstrate sensitivity, **diplomacy** and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. **producing financial reports and forecasts, presenting information**
- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met
- **Able to undertake medium term planning, e.g. for recruitment and selection**
- **Able to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents**
- **Able to identify potential difficulties / issues, analyse them and make recommendations**
- **Able to negotiate and attempt to influence others, including external agencies, e.g. suppliers of goods or services**
- **Able to prepare reports for Head Teacher / Governors**
- **Able to prepare a range of financial information / documents / invoices, including those for external agencies**
- **Able to check and reconcile expenditure and income information on computerised system against financial printouts**
- **Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure**
- **Able to present information at meetings for budgetary decision**
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities
- **Able to organise, lead and motivate other staff**
- **Able to plan and develop systems**

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

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