

## **Manchester City Council**

### **Job Description**

#### **Admin Officer – General, Grade 3**

##### **Schools**

The post holder will report to the Headteacher/School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils' parents.

##### **Main Purpose of the job**

To provide a comprehensive administrative and financial support to the school

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

##### **Organisation**

1. To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including, answering general telephone and face to face enquiries.
2. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.

##### **Administration**

3. To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
4. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
5. To produce lists, information and data as required, for example, pupils data and to maintain and collate pupil reports
6. To assist with school administrative duties relating to examination invigilation where appropriate.
7. Arrange meetings and events and take notes at meetings to a high standard
8. To collect and distribute incoming mail, despatch outgoing mail as appropriate

9. To undertake routine administration of school lettings and other uses of school premises
10. To maintain display boards and to ensure these are refreshed regularly
11. To administer school registration procedures in line with statutory requirements

### **Resources**

12. To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
13. To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
14. To operate uniform, snack and other 'shops' within the school
15. To provide general advice and guidance to staff, pupils and others

### **Responsibilities**

16. Use initiative in time management to organise own workload in order to meet deadlines
17. To provide cover for other administrative colleagues when required
18. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
19. To be aware of and support difference and to ensure equal opportunities for all
20. To contribute to the overall ethos, work and aims of the school
21. To attend and participate in relevant meetings as required
22. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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### **Person Specification**

#### **Admin Officer - General**

##### **Experience**

- Experience of general clerical work

##### **Qualifications/Training**

- Possess good numeracy and literacy skills

##### **Knowledge/Skills**

- Ability to manage own workload effectively
- Knowledge and experience of information technology and ability to use ICT packages
- Possess good keyboard skills
- Have a knowledge and awareness of the regulatory framework around education and schools
- Ability to relate well to children and adults
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify your own training and development needs and cooperate with the means to address these needs

##### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work

Self motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workloads demands and new school challenges

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users

Personal commitment to continuous self-development

Personal commitment to continuous school improvement

Personal commitment to the school's professional standards, including dress code as appropriate

Be willing to consent to apply for an enhanced disclosure to a DBS