

St. Mary of the Angels Catholic Primary School

Job Description: Senior Administrator

Grade:	Band 3 Level II (Steps 1 – 4)
Department:	Children's Services
Section:	<i>St. Mary of the Angels Catholic Primary School</i>
Responsible to:	<i>Consultant Business Manager/Headteacher</i>
Responsible for:	Number of Staff: 7 (2 admin & 1 premises)

Purpose of Job

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring or support services, and/or Management of support staff, including co-ordination and delegation of relevant activities.

To act as Personal Assistant to the Headteacher by providing secretarial and administrative support. To be responsible for the efficient management and running of the school office.

Main Responsibilities

ORGANISATION

1. Support and encourage the school's Catholic ethos
2. Promote the aims and objectives of the School Improvement Plan (SIP) and assist in the development of objectives as laid out in the Administration/Business Action Plan
3. Assist with complex matters and inquiries regarding financial and procurement processes and procedures
4. Contribute to the planning, development and organisation of support service systems/procedures/policies
5. Attend regular School Administration and Business Team Meetings
6. Liaise closely with all staff within the school Administration/Business and catering team and hold regular team meetings with managed staff
7. Support the Head and Business Manager in procurement of services and goods to support effective running of the school in line with Scheme of Delegation guidance
8. Assist the Business Manager and Headteacher in embedding strong policies, practices and procedures for business, admin and finance across the school
9. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
10. Provide a confidential secretarial service to the Headteacher
11. Handle and respond to queries, including visitors, telephone, email and postal queries
12. Deal with matters on own initiative, using discretion

TASKS / RESPONSIBILITIES

The Administrator will provide support to the Business Manager and Headteacher in fulfilling the responsibilities as set out in the schools agreed Scheme of Delegation and will:

13. Fully comply with agreed financial administration procedure and undertake routine financial administration e.g. processing orders, invoices, receipts;
14. Ensure financial transactions are properly updated and recorded
15. Identify and resolve invoicing issues, accounting for discrepancies and other finance

- related issues;
16. Perform finance analysis, reporting and management tasks;
 17. Catalogue resources and undertaking associated audits/checks as required;
 18. Coordinate the recording and banking all school's income from e.g. clubs, trips and visits, school journeys etc. and parental contributions to the governors' fund;
 19. Record and report on all remittances and income received into school bank account;
 20. Assist the Business Manager
 - a. with the process of end of month and quarterly reconciliations/period returns for submission for 'sign off' and submission to the LA
 - b. in the preparation of effective budget reporting to governors
 - c. with the preparation of End of Year Close procedures;
 - d. with the preparation of balance sheets, income statements, expense reports and other associated financial monitoring and management reports;
 21. Use the FMS Financial Management system to effectively manage day to day school finance (ensuring CFR compliance) e.g. processing P/O's, Invoices etc. within agreed timescales of Scheme of Delegation/Financial Handbook
 22. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. the DfE, Diocese
 23. Manage service contracts, school licences and insurances;
 24. Assist with the evaluation of the effectiveness of financial decisions and raise any concerns with the Business Manager;
 25. Promote, monitor and maintain the school's online cashless payment system; ensuring and reconciling payments from SchoolComms are correct and chase up debts for dinner money, clubs, nursery top up fees etc.;
 26. Monitor the school's bank account balances and cash flow;
 27. Assist in the updating and maintenance of data management systems in school;
 28. Manage facilities including use of premises and associated income, general building works and projects etc.
 29. Lead on Health & Safety management relating to school premises;
 30. Co-ordinate the work of the admin and premises staff, ensuring efficient running of the school office and health and safety compliance;
 31. Supervise the school office staff, including identification of training needs and arrangement of appropriate training and development
 32. Be aware of and support diversity and ensure equal opportunities for all
 33. Develop constructive relationships and communicate with other agencies/professionals;
 34. Share expertise and skills with others;
 35. Participate in training and other learning activities and performance development as required;
 36. Recognise own strengths and areas of expertise and use these to advise and support others

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.