

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1152	Administrative Officer - Personnel	Grade 4	374 NJC	April 2008

Statement of Purpose

Under the guidance of senior staff, to be responsible for undertaking human resources, administrative, organisational processes within the school and to assist with the planning and development of support services.

Support to Pupils, Parents and Community

- Deal with complex reception/visitor etc. matters.
- Provide advice and guidance to staff, pupils and others.

Support to Other Staff

- Contribute to the planning, development and organisation of support service systems/ procedures/policies.
- Supervise, train and develop staff as appropriate.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.

Human Resources

- Maintain confidential staffing records.
- Manage and check the safe recruitment process, including undertaking relevant checks e.g. CRB.
- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained.
- Report absences.
- Monitor and check claims for employment, e.g. additional hours, casual/supply claims.
- Monitor and check travel claims.
- Liaise with HR service on specific HR issues.
- Liaise with Payroll administration as appropriate.
- Maintain records of staff CPD, book courses with external providers and prepare regular budget reports for senior staff.

Support Organisational Management

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT-based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Undertake administration of complex procedures.

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- Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DCSF.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- 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.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
Administrative Officer - Personnel
Level 3

Essential Criteria	Measured by
Experience • Experience of development, management and operation of administrative systems. • Supervisory experience. • Financial acumen.	AF/I
Qualifications/Training • NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.	AF
Knowledge/Skills • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to direct other adults.	AF/I

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Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***