

JOB DESCRIPTION

Service **General Administration**

Post Title Senior Administrator GRADE Level 3 (B3) JE Ref 395

Post(s) to which directly responsible Immediate Line manager

Post(s) for which directly responsible None

Purpose of job

To assist in providing a range of administrative support for internal and external customers

Responsibilities

To ensure the safeguarding of children in all aspects of their school day

To work as part of a team to provide customer focussed services

To use clerical time efficiently and to ensure the smooth running of the office, maintaining up to date computer-based and paper-based filing systems

To support the senior officer in updating and managing the administration network

To deal with enquiries from internal and external customers

To prioritise work to meet conflicting deadlines

To maintain accurate records and track progress of work

To undertake administrative duties including:

- Preparing more complex correspondence, including creating reports and preparing documents
- Liaising with external partners for extra-curricular activities for children
- Raise orders, check invoices and ordering & monitoring stocks and supplies

To use IT applications and Databases effectively to deliver administrative tasks

To input and retrieve data using computerised systems

To collate and prepare information from a variety of sources

To communicate effectively with internal & external customers and colleagues in relation to work undertaken

To work with others to help improve work organisation and effectiveness

To assist in the training of new team members

To ensure promotion and support of Equal Opportunities and Health & Safety

To undertake any other duties that are commensurate with the post

Relationships

The post holder will be required to work flexibly to deliver an efficient Service. There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Qualifications NVQ level 3 or equivalent GCSE or equivalent, Maths and English grade A-C, 5-9 or equivalent as a minimum

Job Description Prepared / Reviewed by: H. Hilton/H. Robins Date: 15/09/2022

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PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people

Able to input/ retrieve information from databases

Able to process documentation using Word

Able to accurately enter/retrieve data information from information systems

Able to work flexibly as part of a team & show initiative

Able to prioritise work to meet conflicting deadlines

Able to demonstrate good numeracy & literacy skills

Able to assist in the training of new team members

To display a responsible and co-operative attitude to working towards the achievement of the service's aims and objectives

Knowledge Required

Of general office procedures and practice

Of relevant financial regulations to carry out financial transactions

Experience Required

Of dealing with queries from a wide range of people

Of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of participating in teams and working on own initiative

In the use of the Microsoft package

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: Candidates should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Knowledge Required

NVQ Level 3 or equivalent

Qualifications demonstrating ability in numeracy and literacy

Experience Required

Of extracting and analysing data from information databases

Of staff supervision

Behavioural & other Characteristics required

A calm manner and ability to self-organise.