



## **Job Description**

**Post Title** – Senior Administration Officer

**Location** – St Margaret Mary Catholic Primary school

**Department** – Administration

**Grade** – Grade 4 Full time (Not Term time only)

**Responsible to** – School Business Manager and Head Teacher

**Responsible for** – School Administrator and School Receptionist

Purpose of the post:

The Senior Administration Officer will lead the whole administration team which provides administrative support for the senior leaders and school staff and to support the Senior Leadership team and School Business Manager.

### **Key Duties and Responsibilities**

Work with the School Business Manager to manage the Finance Process

Maintain records, dealing with general queries of staff policy and procedure, process expenses, sick leave, leave of absence and producing documents and letters.

Place all adverts for vacancies, uploading all relevant information and documents with the advert, save all documentation in relevant folder, along with any applications, invite to interview successful applicants and contact all unsuccessful applicants. Save all paperwork in relevant HR folder.

Carry out all safeguarding Checks for successful applicant and file as necessary and ensure that the school is thoroughly safeguarded thorough the Management and administration of the Single Central record.

Work with the Admin and Site team.

Oversee the procedure of school admissions and school transfers.

Oversee the collection of updating Student and Staff data and provide statistical reports of student information as requested. Provide accurate information for various statutory returns including annual Census return and School Workforce Census.

Maintain efficient systems for obtaining Licences and permissions.

Oversee the Site bookings for Engineers and visitors.

Provide as required and as appropriate cover for the work of the other members of the administration team according to workload pressures and/or in the absence to cover appropriate overlap of duties.



## **General Duties**

Willingness to attend courses as part of CPD

Undertake any other work and reasonable tasks appropriate to this roll and grade as directed by the School Head Teacher.

The Senior Administration Officer will be expected to undertake all of the above in a complex setting with conflicting demands. While every effort has been made to explain the duties and responsibilities of the post, not every task undertaken may have been identified.

Duties may be subject to change.