



# Pioneer House High School

## Job Description

Admin Officer / Admin/Finance

Grade 4

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

### Main Purpose of the Job

Under the direction of (the senior staff), provide an efficient, responsive and high quality 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.

### Main Duties and Responsibilities

1. To assist senior administrative support staff in maintaining an efficient and responsive support and word processing service to the school, ensuring expectations of high service standards are met.
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff.
3. To arrange meetings, conferences and other events to a high standard.
4. Organise business travel arrangements and appointments and maintain up to date diaries on behalf of school staff as required.
5. To service meetings and take minutes and or notes and distribute to participants.
6. To provide an efficient, accurate word processing support service, carried out to a quality and professional standard.
7. To maintain, record and update all administrative information systems and procedures as required, including retrieving and collating information to a high standard.
8. To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors.
9. To respond independently to correspondence as required.
10. To maintain display boards and to ensure these are refreshed regularly.



11. To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics.
12. To be responsible for the administration of financial systems including the processing and recording of purchases and invoices using a purchase card in line with financial regulations.
13. To arrange the orderly and secure storage of stocks and supplies.
14. To ensure standard office equipment is serviced regularly.
15. To provide general advice and guidance to staff, pupils and others.
16. To ensure accuracy and confidentiality of all information produced.
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 meetings as required.
22. To participate in training and other learning activities and performance development as required.
23. To converse at ease and provide advice in accurate spoken English is essential for the post.

**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.**



**Person Specification**  
**Admin Officer – Admin/Finance**  
**Grade 4**

**For this job we are looking for:**

Experience of working in an administrative and finance support environment.

Effective written and verbal communication skills to liaise with a wide range of people at all levels.

Possess good numeracy skills.

Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales.

Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information.

Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.

Ability to produce accurate minutes or notes from meetings.

Willingness to undergo minor first aid training.

Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.

Have a general knowledge and awareness of the regulatory framework of schools and education.

Have the 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.

Have the ability to identify your own training and development needs and cooperate with the means to address these needs.

The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.



## **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 and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

