

Job Description

Directorate: Education	
School:	Bishop Vaughan Catholic School
Post Title:	Administration & Organisation Assistant Level 3
Post No:	ED 54321
Grade:	5 (SCP 7-9)
Job Family & Role Profile:	ABS35A

Summary of Role	
JOB PURPOSE:	Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.
ORGANISATION:	- Deal with complex reception/visitor matters etc. - Contribute to the planning, development and organisation of support service systems/procedures/policies. - Organise school trips/events etc.
ADMINISTRATION:	- 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. - Provide administrative and organisational support to other staff. - Provide administrative and organisational support to the Governing Body if required - Undertake administration of complex procedures. - Complete and submit complex forms, returns etc., including those to outside agencies eg. DfES. - Undertake the administration of payroll systems. - Administration of personnel issues. - Update the school' Bromcom system as and when required - Responsible for adding trips and details to the iPayimpact system to monitor payments.
RESOURCES:	- Operate relevant equipment/complex ICT packages. - Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

	3. Manage uniform/snack/other 'shops' within the school. 4. Provide advice and guidance to staff, pupils and others. 5. Undertake research and obtain information to inform decisions. 6. Assist with procurement and sponsorship. 7. Assist with marketing and promotion of the school. 8. Manage administration of facilities including use of school premises. 9. Undertake complex financial administration procedures. 10. Assist with the planning, monitoring and evaluation of budget. 11. Manage expenditure within an agreed budget.
RESPONSIBILITIES:	1. Comply with and assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure equal opportunities for all. 3. Contribute to the overall ethos/work/aims of the school. 4. Establish constructive relationships and communicate with other agencies/professionals. 5. Attend and participate in relevant meetings. 6. Participate in training and other learning activities and performance development as required. 7. Recognise own strengths and areas of expertise and use these to advise and support others.
GENERAL DUTIES:	1. To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy. 2. To undertake the Personal Health and Safety responsibilities within the HASAWA 1974. 3. To undertake any other duties as may reasonably be required commensurate with the level of the post. 4. The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

Person Specification

Directorate:	Education
School:	Bishop Vaughan School
Post Title:	Administration & Organisation Assistant Level 3
Post No:	ED54321
Grade:	5 (SCP 7-9)
Job Family & Role Profile:	ABS35A

EXPERIENCE:	Experience of development, management and operation of administrative systems.
QUALIFICATIONS:	- NVQ 3 or equivalent qualification or experience in relevant discipline. - Very good numeracy/literacy skills.
KNOWLEDGE AND SKILLS:	- Effective use of ICT and other specialist equipment/resources. - Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. - Very good ICT skills. - Ability to relate well to children and adults. - Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these. - Ability to self-evaluate learning needs and actively seek learning opportunities. - Good communication skills - written/verbal.

SPECIAL REQUIREMENTS:

Safeguarding:	The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.
----------------------	---

Disclosure and Barring Service (DBS):	This post requires the post holder to have the level of DBS disclosure as indicated below:		
	Standard DBS Disclosure Application	Enhanced DBS Disclosure Application	No DBS Disclosure Application
		X	