



Interim Executive Headteacher: Mr Rob Barraclough
Interim Headteacher: Mr Simon Bartram

St Ignatius Catholic Primary School, a Voluntary Academy
Storrs Hill Road, Ossett, West Yorkshire, WF5 0DQ

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Job Title: Senior Administrative Officer

Grade: G6

Job Evaluation Code: GS5546

Reporting to: Headteacher or Line
Manager nominated
by the Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle: Workplace based

Overall Purpose of the Post:

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.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course) Or Experience in relevant discipline	NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)
Knowledge	Very good Numeracy/ Literacy Skills Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation Very good ICT skills	
Experience	Experience of development, management and operation of administrative systems	
Physical Skills	Excellent keyboard skills in the use of computerised systems e.g. bulk data input	
Competencies and other skills required	Ability to relate well to children and adults Work constructively 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	

Responsibility for Resources

Employees (Supervision):

Supervise staff as appropriate

Financial:

None

Physical:

Effective use of resources as determined by the Headteacher or nominated Manager.

Customers and Clients:

Providing general information, advice and guidance on established internal school procedures.

Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.

Working Conditions:

Mainly office based.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: December 2012