



## Administrative Officer

<b>Location</b>	Grove Academy
<b>Responsible to</b>	Academy Business Manager
<b>Salary</b>	Level 4 SCP 4 – 7      £21,189 - £22,369 <i>(actual salary £19,208 - £20,275)</i>
<b>Hours of work</b>	37.5 hours per week Term time only (39 weeks)
<b>Contract type</b>	Permanent

### Job Purpose

To provide administrative and organisational services to the Academy under the management and guidance of senior staff.

### Key Duties / Responsibilities

- Provide administrative, and organisational services to the academy
- Liaise with pupils, parents/carers
- Liaise with other staff and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Organise meetings and take notes
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Allocate work to administrative staff at lower levels on a regular basis
- Demonstration of tasks to more junior colleagues on a regular basis
- Respond to reception and visitor enquiries
- Organise arrangements for school visits and events
- Monitor and manage a limited range of stock within an agreed budget
- Regularly handles cash, cash equivalents e.g. education visits
- Assist with producing marketing and promotion material for the Academy
- Undertake systems administrator duties including troubleshooting and problem solving
- Assist the ABM to reduce debt and chase outstanding monies owed – keeping comprehensive records and arranging payment plans for debtors where necessary
- Any other duties appropriate to the post