

## Gooderstone Church of England Primary Academy

Executive Headteacher: Mrs Sarah Godbold

The Street, Gooderstone, Kings Lynn, Norfolk, PE33 9BP

Tel: 01366 328280 Email: [office@gooderstone.norfolk.sch.uk](mailto:office@gooderstone.norfolk.sch.uk) Web: [www.churchsidefederation.norfolk.sch.uk](http://www.churchsidefederation.norfolk.sch.uk)

### Grade F

### Job Description

Role and Context	
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To provide an efficient and effective secretarial service to the Headteacher and other teaching staff.</li> <li>To assist the Headteacher with the school's administrative, financial and clerical functions in providing a high standard of administration within the school.</li> <li>To control the school's administrative and financial information systems, ensuring that these functions support the management of the school in an efficient and effective manner.</li> <li>Assist with the planning and development of support services, policies and procedures within the school and particularly those services that reduce the administrative workload of teaching staff in the school.</li> </ul>
<b>Context</b>	Job family: Administration
<b>Other Job Information</b>	<ul style="list-style-type: none"> <li>In addition to the responsibilities of secretary level 1 (GR9028), is required to:</li> <li>Control the school's administrative and financial information systems (implement and maintain rather than simply updating them with information and running off reports as seen at the lower level), ensuring that these functions support the management of the school in an efficient and effective manner.</li> <li>Assist with the planning and development of support services, policies and procedures within the school and particularly those services that reduce the administrative workload of teaching staff.</li> <li>Supervise contractual and related arrangements with regard to building works, maintenance supplies, etc. To identify and refer quality control matters to the headteacher.</li> <li>Assist in the preparation of financial budgets and liaise with the external finance services provider as required. (This involves more than following direct instructions from the headteacher on what to include in the budgets, is actually taking responsibility for budget preparation).</li> <li>Monitor expenditure and provide regular monitoring reports and budgetary statements to the headteacher and Governing Body.</li> <li>Is competent at working with IT and office systems including specialist school IT systems such as PRISM. Requires an appropriate administrative qualification at NVQ3 or has the equivalent relevant experience.</li> </ul>



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### Principal Accountabilities

#### (in order of importance)

- To act as Personal Assistant to the Headteacher, including diary management, dealing with enquiries as appropriate and associated secretarial duties. Provide such support to other staff as determined by the Headteacher.
- To word process letters, reports, memoranda and other documents using appropriate equipment, including ICT, office management systems and audio equipment. This will include material of a confidential nature.
- Use ICT system to develop and maintain an effective database to include information on pupils, staff and financial matters and to provide a desktop publishing service to produce high quality promotional documents and materials for curriculum support and pupil assessments. Operate other ICT packages as necessary.
- To receive and relay promptly any telephone or other messages, dealing initially with all enquiries. To liaise, as required, with Governors, parents and local authority personnel, etc.
- To undertake the secretarial duties for school management and staff committees. Duties can include word processing and distribution of reports and minutes.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- To undertake general administrative and clerical duties which could include:-
  - Completion of statistical returns, assessment results and other returns to LEA and the DfES;
  - Maintaining and monitoring pupil records with particular reference to pupil absence, admission, transition and transfer. Maintaining pupil reports, using assessment information supplied by teaching staff;
  - School meals, premises and lettings administration;
  - School trips and travel arrangements.
- At the discretion of the Headteacher, to open and distribute incoming mail. Despatch outgoing mail and assist with general postal arrangements.
- To maintain an efficient filing system and to undertake reprographic duties and associated tasks. These may include routine maintenance of the photocopier and use of audio/visual equipment.
- To assist with the administrative arrangements relating to contract management;
- Under the direction of the Headteacher, to supervise contractual and related arrangements with regard to building works, maintenance supplies, etc. To identify and refer quality control matters to the Headteacher.
- To carry out all necessary accounting procedures associated with Local Purchase/Imprest accounts and school funds. This will include recording data and reconciliation of all accounts. To receive and bank monies and record such transactions.
- To check and maintain stock levels, process orders/invoices and deal with lettings forms.



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- To assist the Headteacher in monitoring expenditure/costings by examining and checking information used by the County Council in resource allocation and assisting in the preparation of budgetary statements;
- To maintain and control the school's financial and operational information systems.
- Assist in the preparation of financial budgets and liaise with the external finance services provider as required.
- To monitor expenditure and provide regular monitoring reports and budgetary statements to the Headteacher and Governing Body.
- Where required, to attend Governors' meetings to report on certain aspects of the schools' budget.
- Ensure the accurate completion of salary claim forms for all categories of staff within the school, making sure the correct forms are used in each case and obtaining the necessary authorisation, and forwarding them to the external personnel services provider.
- Complete and submit the monthly staff return, the termly reminder detailing staffing changes in the school, and maintain sickness absence data, completing sickness insurance claim forms as necessary.
- Maintain confidential staff records in the school and distribute payslips within the school.
- Liaise with appropriate providers concerning the placement of recruitment advertising and supporting the recruitment process within the school by responding to requests for information, dealing with the arrangements for interviews and assisting with pre-employment checks.
- Liaise with the external personnel services and payroll providers concerning any staffing changes within the school, maintain up to date supply list of teachers and teaching assistants, contract supply staff and deal with MSA cover in the school.
- To carry out medical procedures/administer medicine and inhalers where required and to carry out First Aid in cases of accidents/injuries and look after sick staff/pupils, while arrangements are made. If necessary, accompanying them to a health centre/hospital under the direction of the Headteacher. To carry out associated administrative work, including contact with parents and completion of accident forms. To make the necessary arrangements for routine medical and dental inspections in the school and take part in any necessary training. The carrying out of specific medical procedures/administration of medicines and inhalers must be in line with agreed school procedures and statutory guidance on supporting pupils at school with medical conditions. First Aid responsibilities require appropriate training from health professionals and/or St John's Ambulance.
- To provide general advice and guidance to staff, pupils and others on administrative matters and health concerns.
- To undertake any other duties that are within the grade and scope of the post as determined by the Headteacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff.

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### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

<b>Qualifications</b>	NVQ 3 or equivalent qualification or experience in relevant discipline. Very good numeracy/literacy skills.
<b>Experience</b>	Experience of development, management and operation of administrative and financial processes.
<b>Skills/Knowledge</b>	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 as part of a team, understanding school roles and responsibilities and your own position within these. Ability to self-evaluate learning and activity seek learning opportunities.

### General Information

- The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.