

Norwich Steiner School

Administrative Officer - Job Description – February 2024

SAFEGUARDING - All employees working at Norwich Steiner School have responsibility towards safeguarding and should be guided by knowledge of the school's policies in their response to any safeguarding issue that may arise in the course of their work in and associated with the school. Staff are at all times expected to maintain professional boundaries in their relationships with pupils.

The **Administrative Officer's role** is to support the School Administrator in ensuring the smooth running of the administrative functions for the whole school, in a manner that recognises and supports the ethos of Waldorf Education.

The tasks and responsibilities associated with this new post are expected to be diverse and although the exact balance of duties will be determined in part by the skill set of the postholder, will include aspects of the areas of work listed below. As this new role forms part of the organisation's succession planning, there may be opportunities for the right person, to develop and progress into a more senior leadership role.

Outline Job Description

1. **Parent concerns** – assisting in the processing of parent complaints to ensure these are considered and respond to objectively and according to the school's policy.
2. **Personnel** –including:
 - a. Recruitment – advertising, processing of candidates, organising of interviews
 - b. DBS checks, collection of references, qualification evidencing etc.
 - c. Advertising – ensuring vacancies are shared with Waldorf World, Mighty Networks et
3. **Timetabling/planning**– involvement in drafting of the weekly timetable including appropriate/fair allocation of lessons, break duties, use of space (lab, gym) and so on. The post holder will also be involved in the annual planning process.
4. **Information/communication support**, including:
 - a. updating parent's handbook and information book;
 - b. information on the website is current
 - c. Key policies and procedures are updated routinely or as necessary
5. **Finances** – which may include:
 - a. Bookkeeping & account preparation
 - b. Financial analysis
 - c. Invoicing
6. **Health & Safety & Premises** – as directed this may include tasks such as:
 - a. Routine checks: water testing, fire (extinguishers, call points, fire doors)
 - b. Developing Method statements and risk assessments
 - c. Developing asset register
7. **Teaching & Break duties**

A small proportion of the post (e.g. 5%) should include some teaching and/or supervision of break duties. This is to ensure that the post holder knows the children and understands the constraints and conditions that teachers are working within.

8. **Other duties** as deemed appropriate by the school, such as cover for reception, cleaning and helping to maintaining the school laptops.

TERMS & CONDITIONS

This is a permanent and full-time post. The normal expected working hours during term time are 8.30am to 4.30pm, although there is extra attendance required for after school meetings.

Norwich Steiner School operates a 36 weeks academic year.

Holidays are in line with Norfolk state schools, although the school has a 3-week holiday at Christmas and Easter.

All staff are entitled to a clear 6 weeks of holiday per year with no commitment to work during those weeks. These 6 weeks of holiday should not be taken in one go, other than by special pre-agreement with the School Administrator.

Outside of these 6 weeks of holiday, the Administrative Officer is required during the school holidays in order to maintain and develop the administrative function of the school. It is expected that this will require the post holder to work a minimum of 15 hours per week during holidays, although this may mostly be done from home.

All staff are expected to attend the annual planning sessions that take place during the first week of the annual summer holiday, and should therefore avoid booking holidays during this week.

The salary for this new post is £24,000.

BENEFITS

- The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.
- Free on-site parking
- Cycle to Work scheme
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters

Administrative Officer - PERSON SPECIFICATION

This post needs:

- A resourceful, multi-tasking person
- Someone who is able to demonstrate good judgement as to when to take initiative and when to seek or follow guidance.
- A person who is willing to work hard and put effort into solving problems
- Someone with rigour in terms of the quality of work output

ESSENTIAL QUALIFICATIONS

- No specific qualifications required, but a good general education and previous experience in a range of administrative functions (finance, personnel, health & safety) may be advantageous.
- This post may be suitable for graduates looking to develop business experience, or for those who already have experience and who seek variety and the opportunity to broaden their experience and knowledge in administration.

ESSENTIAL

- A general competence in tackling administrative tasks, including ability to be tidy in work produced, and organised
- Computer literacy and confidence, particularly a good level of competence in Excel and Word
- Ability to write in plain English
- Willingness to 'muck in' with good will, along with other staff, in order to do what is needed for the benefit of the children and school. This might include, for example, helping with cleaning at the end of the day when the cleaner is off sick.

REQUIRED ATTRIBUTES

- Self-motivated and imaginative
- Well organised and responsible
- Able to listen, hear and find understanding
- Committed to and positive about Steiner education and anthroposophy
- Open and communicative towards parents and teaching colleagues
- Flexible and positive towards the challenges and joys that face a small school
- Warmth and sense of humour
- Practical skills