



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE & FAMILIES PORTFOLIO

This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

LYDGATE JUNIOR SCHOOL

POST TITLE

ADMINISTRATION AND CLERICAL OFFICER LEVEL 3

ROLE PROFILE

BS3

TOOLKIT JOB REF NUMBER

ToolkitJD-1c

GRADE

5

SALARY

Salary: £30024-£32597 FTE – Actual Salary £26421-£28685

RESPONSIBLE TO

BUSINESS MANAGER

PURPOSE OF JOB

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.

RELEVANT QUALIFICATIONS AND EXPERIENCE

**NVQ 3 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE
VERY GOOD NUMERACY/LITERACY SKILLS**

JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL LEVEL 3

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

DUTIES

Organisation

1. Deal with complex reception/visitor etc. matters
2. Be the first point of call for visitors, telephone calls and emailed enquiries
3. Be the first point of call for all visitors, telephone calls and general emails
4. Contribute to the planning, development and organisation of support service systems/procedures/policies
5. Manage the organisation and administration of school trips/events and after school clubs
6. Supervise, train and develop staff as appropriate

Administration

7. Day to day management of manual and computerised record/information systems
8. Analyse and evaluate data/information and produce reports/information/data as required
9. Undertake word-processing, excel and complex IT based tasks
10. Provide personal, administrative and organisational support to other staff
11. Provide administrative and organisational support to the Governing Body
12. Undertake administration of complex procedures
13. Complete and submit complex forms, returns etc, including those to outside agencies e.g. Local Authority, DfE
14. If required undertake the administration of Payroll systems

Resources

15. Operate relevant equipment/complex ICT packages
16. Monitor and manage and order stock within an agreed budget, cataloguing resources and undertaking audits as required
17. Manage uniform/snack/other sales within the school in accordance with school policy
18. Provide advice and guidance to staff, pupils and others
19. Undertake research and obtain information to inform decisions
20. Assist with procurement and sponsorship
21. Assist with marketing and promotion of the school
22. Manage administration of facilities including use of school premises in accordance with school policy
23. If required, undertake complex financial administration procedures e.g transferring monies between budget headings, processing debits and credits, reconciling budgets

24. If required assist with the planning, monitoring and evaluation of budget
25. If required manage expenditure within an agreed budget in accordance with school policy and delegated levels.

RESPONSIBILITIES

26. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
27. Be aware of and ensure equal opportunities for all
28. Contribute to the overall ethos/work/aims of the school
29. Establish constructive relationships and communicate with other agencies/professionals
30. Attend and participate in regular meetings
31. Participate in training and other learning activities and performance development as required
32. Recognise own strengths and areas of expertise and use these to advise and support others

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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