



## **Sage Community Enterprise**

Coopers Lane School House, Pragnell Road, London SE12 0LF  
Tel 020 8851 1113 Fax 020 8851 6123  
www.sageeducationaltrust.org

Chair: **Ms. B Fitzsimmons**

Director: **Ms D. Davison**

### **Job Description**

**Job Title** Administrative Officer

**Report to:** Senior Administrative Officer

**Salary:** Scale 5

#### **Main Purpose:**

To provide effective and efficient administrative and financial services to the Sage Educational Trust and Community Enterprise and secretarial services to the Director.

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#### **Summary of Responsibilities and Personal Duties:**

1. Provide secretarial support to the Director, undertaking confidential word processing, maintaining an appointment diary and providing administrative support as required
2. To utilise word-processing, desktop publishing, spreadsheets, databases to produce high quality documents which are well designed, accurate and user-friendly.
3. To assist in the production of guidance and reports required for internal and external purposes.
4. To ensure that resources required for the delivery of effective services are ordered, organised and maintained.
5. To answer queries from and provide information and guidance to schools, other Directorate services and external organisations.
6. To open stamp and distribute incoming post and oversee outgoing post.
7. Provide a first point of contact for schools, parents, suppliers, the LEA and other agencies; answering telephone calls, taking messages and providing information as necessary.
8. To organise meetings and provide clerking services and other support for them.
9. To support the organisation of launches, conferences seminars, courses and workshops.



10. To produce routine correspondence in relation to projects and other aspects of the service.
11. To set up and maintain filing systems.
12. To manage and maintain diaries.
13. To provide general administrative and secretarial support for the service.
14. To maintain financial information (manually and electronically) in respect of specific projects and other aspects of the service.
15. To assist in the preparation of annual revenue estimates for the service within the corporate and external timetables and in accordance with the organisation's financial strategy and external guidance.
16. To assist in the effective management of budgets for which the service is responsible, including highlighting significant issues of concerns.
17. To ensure that adequate financial controls are maintained.
18. To collect and process statistical information, including that required for internal and external evaluation, in respect of projects and other aspects of the service.
19. To assist in the completion of grant claims and funding applications in accordance with relevant guidance.
20. To assist in the production of end-of-year accounts for the service.
21. To process orders and invoices.
22. To generate bills and invoices to internal and external organisations.
23. To handle petty cash, cheques and banking in accordance with the organisation's Standing Orders and Financial Regulations.
24. To provide a service to clients which is at all times in keeping with the organisation's Customer Care policy.

#### **Other Duties**

25. To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.

#### **Equal Opportunities**

26. To carry out these duties with due regard to the organisation's Equal Opportunities Policy and priorities.



# Person Specification

Job Title: **Administrative Officer**

Grade: **Scale 5**

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The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

## Category Requirements

### Skills and Aptitude

- verbal and written communication
- Administrative and organisational.
- Spreadsheet, word processing and database. ( wpm)
- Financial interpretation and presentation.
- Customer care.
- Ability to collate, maintain and monitor records of expenditure and income.
- Ability to design and maintain new management and financial
- Ability to plan and prioritise own workload and to work on own initiative

### KNOWLEDGE

- Knowledge of administration and management systems. **S**
- Knowledge of budgeting and accounting procedures. **S**

### APTTITUDE

- |            |                                |          |
|------------|--------------------------------|----------|
| EXPERIENCE | Budget monitoring.             | <b>S</b> |
|            | Information technology systems | <b>S</b> |



GENERAL EDUCATION	No specific requirement.	
PERSONAL QUALITIES	Ability to maintain good relationships and work effectively with people at different levels inside and outside the organisation.	
CIRCUMSTANCES	Must be prepared to work within flexible hours to suit the needs of the service. The job will require an early start and the occasional late finish.	
EQUAL OPPORTUNITIES	Understanding of equal opportunities issues as they may impact on the job.	<b>S</b>
	Commitment to implement the Council's Equal Opportunities Policies.	<b>S</b>

