



Administration Officer

Group	Education and Lifelong Learning
Division	Central South Consortium Joint Education Service
Section	School Improvement Service
Sub Section	Business Support
Post Title	Admin Assistant
Vision Post Number	
Grade	GR6
Responsible to	
Post Reporting to this Post	
Team	Business Support
CRB Required Level	N/A
Location	Valleys Innovation Centre
Date of Description	November 2021

KEY OBJECTIVES

To assist Central South Consortium with effective and timely general administration and finance administration support.

Key work streams will be identified on a regular basis and will form an appendix to this job description

SPECIFIC RESPONSIBILITY

1. Assist the finance team with the preparation of accurate, meaningful and timely financial management information ensuring the procurement of services and resources are compliant with RCT financial regulations and other business processes. Including the inputting of journal entries into the financial information system, raising orders for all purchases and services procured and assisting with internal and external audits requirements.
2. Organising meetings for CSC as and when required, ensuring required stakeholders and delegates are inviting and tracking responses.
3. Booking CSC meeting rooms on behalf of CSC staff and managing availability
4. Managing calendars for Senior Managers as and when required
5. To undertake accurate note taking for allocated meetings
6. Coordinate reports to ensure all Professional Learning events are running above minimum levels by communicating with Strategic Leads regularly and updating the events on the website timely ensuring all delegates are informed.
7. Oversee relevant databases stored on the server and Microsoft Teams to ensure the provision of accurate management information.
8. Manage the external phone lines on allocated mobile phones for the Valleys Innovation Centre
9. Provide all general administrative support to senior Managers as requested.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB

DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge / Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<ul style="list-style-type: none"> Competent with Microsoft based ICT programmes. Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance www.rctcbc.gov.uk/WelshSkills 	<ul style="list-style-type: none"> NVQ Level 2 / 3 in Administration or its equivalent or a willingness to achieve a suitably relevant qualification.
EXPERIENCE	<ul style="list-style-type: none"> Relevant office based experience inputting and retrieving data from computer based systems. Experience of Microsoft based ICT packages and data quality processes. 	<ul style="list-style-type: none"> Administrative experience in a school improvement setting.

COMPETENCIES	
Working in a Team	<ul style="list-style-type: none"> • Shares new ideas or effective ways of working with the team. • Will go 'over and above' what is normal to contribute to the team's effectiveness.
Communicating Effectively	<ul style="list-style-type: none"> • Sets out written communication clearly, accurately and in a well structured way. • Shares information with others, gives others the full pictures.
Achieving Results	<ul style="list-style-type: none"> • Plans and prioritises in advance to meet deadlines. • Follows relevant policies, procedures and legislation. • Takes opportunity to do more, going the extra mile to exceed expectations.
Personal Effectiveness	<ul style="list-style-type: none"> • Has an action focused attitude to new challenges and change. • Has strong computer skills, effectively uses current computer systems.
Focusing on Service Users	<ul style="list-style-type: none"> • Provides and promotes highest standards of customer care and service.
Complying with Health and Safety	<ul style="list-style-type: none"> • Monitors and manages own stress levels and asks or support when necessary; is aware of own impact and causing others stress.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	Ability to travel throughout the regional areas to meet the requirements of the post.