

# Dominican College, Portstewart



## ADMINISTRATIVE OFFICER JOB DESCRIPTION

Dominican College is a community of over 600 pupils and staff. This post is a very important post and involves interaction and communication with pupils, parents, staff, members of the public and outside agencies.

**Post Title:** Administrative Officer (Job Share) 3 days per week

**Responsible To:** Principal through the College Secretary and Bursar

**Contract:** based on 36.25 hrs/week pro rata 8.45am to 4.45 pm  
NJC Pts 17 (£17,772) pro rata  
Temporary - 1 Year with possibility of extension

**Job Purpose:** To provide clerical, general administrative and secretarial support to the Principal, the Bursar, school staff and Board of Governors.

### **Main Duties and Responsibilities:**

#### *General Administrative Processes and Records*

- Assist the College Secretary to operate manual and/or computerised information systems in connection with pupils, staff, budgets, meals, maintenance, examinations, care, medical services, recruitment, transport, etc.
- Assist College Secretary with filing and maintaining a good clean, tidy, and safe working environment within the general office
- Assist in maintaining records for school meals and counting of monies
- Oversee in conjunction with the Bursar 'school sandwich selling' including ordering and reconciling monies
- Complete and submit all returns/ records as required
- Supervise, maintain and keep up to date all school attendance records (including filing of notes) and distribute reports to key personnel on a timely basis
- Administrate, maintain and file all records and reports relating to EMA's on a timely basis
- Assist Exams Officer in operation and execution of exams procedures and processes when requested
- Assist Bursar to operate requisitioning procedures including the ordering, purchasing, receiving, checking, storage and distribution of resources
- Assist Bursar in dealing effectively with invoices according to purchasing procedures
- Assist Bursar in maintaining and selling of stationary stocks to pupils and staff and supervising making of stationary packs during the summer

- Help to develop, maintain and update all personnel records on the SIMS personnel module
- Help in the production of all College booklets, programmes, policies etc including the College homework diary.

### ***Reception, Secretarial and Secretariat (Under direction of the College Secretary)***

- Operate the telephone/switchboard, receive visitors and provide hospitality as required (including tea/coffee)
- Deal with pupil/teacher queries including help deal with sick pupils
- Provide word processing/typing, filing, duplication and photocopying in support of administrative processes, including the use of e-mail, intranet and internet facilities to all staff where appropriate
- Sort, screen and distribute all mail
- Ensure the secure storage of valuable items and confidential documentation
- Maintain diaries, arrange appointments, meetings and provide a secretarial service for all staff within the school
- Service meetings and draft minutes as required
- Assist with helping any visitors coming to the College for example, nurses (for injections), visiting teachers, parents etc.

### ***School Meals***

- Help the Bursar in administering the School Meals function of the College. This involves attending the dining hall each day and registering all those in attendance and collecting incomes as necessary.
- Collect all monies and record payments of non-free school meals pupils daily.
- Reconcile payments with attendances and lodge the income on a weekly basis.
- Record all instances of attendance by free school meals pupils daily.
- Update and maintain free school meal records on SIMS to ensure the information is current and relevant.
- Maintain correct over all log (spread)sheets of attendance and income by payers and free school meals pupils.
- Check and sign off invoices as necessary.
- Complete all school meals forms as directed by the Bursar.

### ***Finance (Assist Bursar)***

- Receive, receipt and account for all cash
- Bank monies and maintain banking records
- Communicate with relevant personnel and provide assistance in relation to financial procedures
- Assist with compiling annual asset register list
- Assist Bursar in all aspects of invoicing procedures as directed

### ***Other Duties***

- Assist College Secretary whenever requested
- Attend and help with organising various evening events throughout the year, for example, Open Nights, College Shows, Parents evenings etc.
- Help with organising and collecting monies in relation to College events such as School Shows, Drama Festivals, School concerts etc.
- Provide tea/coffee for visitors when requested by The Principal, Bursar or College Secretary
- Such other duties as may be assigned within the level of the post