

Dormanstown Primary Academy

Job Description – Level 3 Administrator



Job purpose: Under the guidance of senior staff; be responsible for undertaking administrative, financial and organisational processes within the academy. They will assist with the planning and development of support services.

Organisation	<ul style="list-style-type: none"> • Deal with routine and complex reception/visitor matters • Contribute to the planning, development and organisation of support services systems/procedures/policies • Organise academy trips/events etc. • Supervise, train and develop staff as appropriate
Administration	<ul style="list-style-type: none"> • Manage manual and computerised record/information systems • Analyse and evaluate data/information and produce reports/information/data as required • Undertake typing, word-processing and complex IT based tasks • Provide personal, administrative and organisational support to other staff • Provide administrative and organisational support to the Local Academy Committee • Undertake administration of complex procedures • Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE • Undertake the administration of payroll systems
Resources	<ul style="list-style-type: none"> • Operate relevant equipment/complex ICT packages • Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required • Manage uniform/snack/other 'shops' within the academy • Provide advice and guidance to staff, pupils and others • Undertake research and obtain information to inform decisions • Assist with procurement and sponsorship • Assist with marketing and promotion of the academy • Manage administration of facilities including use of academy premises • Undertake complex financial administration procedures • Assist with planning, monitoring and evaluation of budget

Responsibilities	<ul style="list-style-type: none"> • 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 appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the academy • Establish constructive relationships and communicate with other agencies/professionals • Attend and participate in regular meetings • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others • Any other duties consistent with the grading of the post
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The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.