St Aidan’s Church of England [Aided] Memorial Primary School



Job Description – School Administrator – Band 8

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As School Administrator you will provide the following support to the school:

Main Responsibilities

* Allocate work to an administration team with regard to the day-to-day organisation and provision of administration support in the school.
* Maintain records, organise and take minutes, if required, at formal meetings.
* Ensure that office equipment, stationery and other school office consumables [including basic maintenance] are ordered in accordance with the school’s purchasing procedures, including liaising with external suppliers and providers.
* Develop and maintain a detailed knowledge of all the school administration policies and procedures and be able to advise junior colleagues with regard to the same.
* Undertake accurate data-inputting, word processing and complex IT based tasks, and the manipulation and presentation of the data/information.
* Lead on the planning, development, design, organisation and monitoring of support systems for the administration team.
* Develop and maintain a detailed knowledge of pertinent legislation with respect to the administration function and be able to apply that knowledge to non-routine situations.
* Providing technical advice in relation to the school office functions and procedures.
* Act as the source of expertise within the team with regard to non-routine technical and functional queries.
* Mentor, monitor and support clerical and administrative staff.
* Performance manage administrative staff.
* Responding to and answering more complicated non-routine queries from parents/carers/the public and school staff through being able to offer tailored guidance drawing on an understanding of school procedures and protocols, internal policies and external regulations/legislation relating to the queries received.
* Provide analysis and evaluation of data/information and produce reports/information.
* Provide cover for the team as and when required including deputising for senior colleagues on occasion and when required.
* Undertaking financial processes, in accordance with the Council/Schools financial regulations.
* Regularly demonstrate to junior colleagues the efficient use of specific ICT software packages eg word processing packages, databases, spreadsheets, specialist and bespoke software.
* Develop small scale administration systems using Microsoft Office packages for other colleagues/the wider school to use.
* Undertake the administration activities associated with project management eg undertake research and obtain information to inform decision making by senior colleagues.
* To be responsible for the accurate completion and submission of complex monitoring forms, returns etc including those to external bodies.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits.
* Assist with promotion and marketing activities.
* To assist in ensuring appropriate risk management arrangements for the service are in place.
* To be responsible for briefing the headteacher and school business manager and refer issues to them as appropriate.
* To manage projects and allocated developmental work such as leading on the development of school support systems.
* Provide support to assist more senior colleagues with developing school procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
* Where required to undertake case work in relation to the school.

Skills and Experience

* Knowledge and experience of relevant administrative systems and specialist ICT packages used within the school setting.
* Knowledge of working in an educational establishment.
* Knowledge of local service policies and procedures.

School Ethos

* To uphold the school’s Christian ethos
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Share expertise and skills with others.
* 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.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

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

Appointment to this post is subject to an enhanced DBS and full background check.