**Job Description**

**Administration 3**

**Purpose of the role (job statement)**

To provide administrative and organisational services to the school under the management and guidance of senior staff.

**Responsibilities**

**Key duties:**

* Managing and organising cover for absent staff
* Liaise with other staff and external agencies
* Analyse and evaluate data and information and run reports
* Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
* Provide administrative and organisational services to the school
* Contribute to the planning and development of administrative procedures and systems
* Allocate work to administrative staff at lower levels on a regular basis
* Demonstration of tasks to more junior colleagues on a regular basis
* Organise meetings and take notes
* Process forms, returns, etc., including those to outside agencies
* Undertake Visitor Reception duties
* Liaise with pupils, parents/carers

**Individuals in this role may also undertake some or all of the following:**

* Respond to pupil and Student Reception enquiries and carry out associated administrative tasks
* Organise arrangements for school visits and events
* Monitor pupil attendance and run reports
* Undertake personnel administration, such as CRB checks
* Monitor & manage a limited range of stock & supplies within an agreed budget. Sell and distribute stock & supplies as required
* Assist with producing marketing and promotion material for the school
* Be involved in some financial aspects of the school on a regular basis
* Act as first point of contact for sick pupils, liaise with parents/carers/staff
* Assist with the administration of school lettings and other uses of the school.

**General Requirements**

* Attending and participating in training and development courses as required
* Attending meetings, liaising and communicating with colleagues in the school. Being an effective role model for the standards of behaviour expected of pupils
* Having due regard to confidentiality, safeguarding child protection procedures, health and safety, comply with e-safety policy, other statutory requirements and the policies of the governing body and local education authority.

**Additional requirements**

* To undertake any other duties commensurate with the post
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School records and information.
* The post holder must carry out their duties with full regard to the School’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other School Policies
* The post holder must comply with the Schools Health and safety rules and regulations and with Health and Safety legislation.