

Job Description

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| **POST: School Administrator** |  |
| RESPONSIBLE TO: Headteacher  |  |
| **JOB PURPOSE:** | An administrator who can make a major contribution to the management and administration of the school. |
| **JOB CONTEXT:** | Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that are required to be undertaken. |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Communications  | * Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings.
* Takes a lead role in communication within the school
* Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Liaise with Headteacher, Heads of Departments, Teachers and external departments e.g. HR and Payroll.
* Manage the delivery of an efficient reception service, acting as the first point of contact and dealing with queries
* Provides advice on a variety of topics to a range of audiences e.g. Procedural advice
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| People/Resource management  | * Support the head-teacher in preparing the annual budget and longer term spending plans and monitor the school budgets
* Responsibility for purchase and maintenance of furniture and fitting
* Check and reconcile financial records, including resolving queries.
* Prepare, organise and submit quotations/tenders, financial statements and undertake financial monitoring including reports to Governors.
* Manage the process of paying suppliers.
* Banking and accounting for school funds and other relevant funds.
* Promote the generation of income for the school, this includes advertising and monitoring the usage of facilities
* Participate in the school’s performance management scheme.
* Participate in training and other learning activities and performance development as required.
* Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
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| Safeguarding  | * Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce.
* Adhere to data protection legislation
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
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| Systems and Information  | * Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
* Share information appropriately – in writing, by telephone, electronically and in person.
* Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
* Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required
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| Data Protection | * To comply with the school’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
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| Health and Safety | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
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| Equalities | * Aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
* Ensure services are delivered in accordance with the aims of the equality Policy Statement.
* Develop own and team members understanding of equality issues.
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| Flexibility | * Over time school services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.
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| Customer Service | * The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
* The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
* Understand your own role and its limits, and the importance of providing care or support.
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