SCHOOL ADMINISTRATOR JOB DESCRIPTION

SCHADMIN 3 - Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

TASKS

Organisation

- Deal with routine and complex reception/visitor via the front desk of the School/Children's Centre
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures

Resources

- Operate relevant equipment/ ICT packages e.g. SIMS, Microsoft Office, Financial Software
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform within the school when required
- 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 school
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

RESPONSIBILITIES

- 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 an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- 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

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

" Abingdon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"