****

##### JOB DESCRIPTION

|  |  |
| --- | --- |
| POST: SCHOOL ADMINISTRATOR (37 hours per week – open to job share if needed) |  |
| GRADE: E (Point 6-8) |  |
| RESPONSIBLE TO: Headteacher |  |
| STAFF MANAGED: None |  |
| POST REF: ADMIN1 |  |  |  |
| JOB PURPOSE: | To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder will be responsible for some basic finance duties depending on the size 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 need to be undertaken This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Issues | * Provision of administrative, clerical and secretarial duties as required, including minutes at meetings.
* Carry out research, analysis and evaluation of data to assist in the preparation of attendance reports e.g, for the school’s Governing Body
* Make arrangements for school lettings.
* Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out.
* Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book.
* Make appropriate decisions to problems/issues when they arise within the office.
* Report concerns and obtain support for any issues raised.
* Assist teaching and non-teaching staff with administrative queries.
* Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
* Analyse and evaluate data and information and produce reports.
* Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.
* Update accurately the School’s SCR and school census.
* Deal with maintenance requests, obtain quotes and oversee contractors where appropriate. Ensure that adequate and appropriate insurance cover is held by contractors.
* Be responsible for confidential information e.g. policies, staff, pupils and parents records.
* Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central Trust Team
* Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.
* Organise school lettings
* Be responsible for carrying out the weekly and monthly fire and emergency lighting checks
 |
| Communications  | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Undertake reception service to the school, acting as the first point of contact in dealing with routine phone calls, taking messages and greeting visitors.
* Apply the procedures and legislation relating to confidentiality issues that apply to your job role.
* Liaise with parents, staff, pupils and external agencies as required
 |
| Resource Management  | * Assist in providing the central team with information for budget preparation and revision as necessary.
* Manage and be responsible for organising information from LA regarding the pupils applying for a Reception place at the school. This includes checking distance, organising information in preparation for Admissions LGB, checking information from the church register. Liaising with the LA, ranking admissions ready to present data to LGB.
* Undertake the administration of accounts relating to the school, including handling of small amounts of cash, and raising purchase orders and reconciliation of credit cards.
* Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders
* Assist in the induction of new employees
* Attend staff meetings and training days and management team meetings by agreement with the Headteacher
* Participate in the schools performance management scheme
* Highlight additional training and supervision needs to build on your skills and knowledge.
* Participate in training and other learning activities and performance development as required.
* Manage the day to day activities of the office.
 |
| Safeguarding  | * Adhere to data protection legislation.
* Know about data protection issues in the context of your role.
* Maintain confidentiality as appropriate.
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to
* Have an awareness and basic knowledge where appropriate of the most recent legislation.
 |
| 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.
* Maintain and update accurate computerised and manual records as required such as updating EY portal three times a term
 |
| Data Protection | * To comply with The Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
 |
| 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.
 |
| Equalities | * We 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 and Diversity Policy.
* Develop own understanding of equality issues.
 |
| Customer Service | To respond to any reasonable request made by the FOD/CEO commensurate with the grading for this post.* The role provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust’ policies and procedures.
* The Trust requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders 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.
 |
| Date of Issue: |  |

**PERSON SPECIFICATION**

**JOB TITLE: School Administrator (Grade E Points 6-8)**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** In depth knowledge of admin and office systems
* Knowledge of health & safety regulations
* Knowledge of school procedures
 |  |
| **Experience*** Significant experience in public or private sector finance and administration
* Experience of operating administrative systems, including Microsoft Office
 | * Supervisory experience
 |
| **Occupational Skills** * Good ICT skills and ability to use the keyboard with speed, accuracy and precision
* High level of literacy and numeracy skills.
* Excellent written and verbal communication skills
* Budget management skills
* Analytical and statistical skills
* Problem solving skills
* Ability to use the keyboard with speed and precision
* Report writing skills
 |  |
| **Qualifications** * Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative & financial processes
 | * Appropriate first aid training (to be able to support with basic first aid procedures)
* Level 2 Word Processing qualification or equivalent.
 |
| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
* Ability to work to deadlines and prioritise own workload, as well as work of others
 |  |
| **Other Requirements*** To be committed to the school’s policy and ethos.
* To be committed to Continual Professional Development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
 |  |
|  |  |