

JOB DESCRIPTION

**SCHOOL:** Chandlers Ridge

**POST TITLE**: School Administrator

**GRADE:** F (SCP 7 – 8), TTO

**REPORTS TO:** School Office Manager/Headteacher

 **MAIN PURPOSE**: Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

### TASKS:

#### Organisation

* Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
* Assist in arrangements for school trips/events etc.

#### Administration

* Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
* Assist in the management of manual and computerised records/information systems
* Analyse and evaluate data/information and produce reports/information/ data as required
* Produce lists/information/data as required e.g. pupils data
* Undertake typing and word-processing and other IT based tasks
* Assist in administrative and organisational support to the Governing Body
* Take notes at meetings
* Sort and distribute mail
* Undertake administrative procedures
* Assist in the completion and submission of forms, returns etc, including those to outside agencies e.g. DfE
* Maintain and collate pupil reports
* Undertake routine administration of school lettings and other uses of school premises

#### Resources

* Operate relevant equipment/ICT packages (e.g. word, excel, databases, Internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. processing orders

#### Responsibilities

* Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
* Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
* 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
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

Signed:

Date:

**PERSON SPECIFICATION**

**POST TITLE:** School Administrator

**GRADE:** F (SCP 7 – 8)

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/****TRAINING:** | * NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience
* Willingness to participate in training and development opportunities
 | * NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience
* First Aid training
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| **EXPERIENCE:** | * General clerical, administrative and financial experience
 | * Experience of reception duties
* Experience of working in a school environment
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| **SKILLS/ KNOWLEDGE:** | * Good numeracy/literacy skills
* Effective use of ICT packages
* Use of relevant equipment/resources
* Good keyboard skills
* Knowledge of relevant policies/code of practice & awareness of relevant legislation
* Ability to relate well to children and adults
* Good communication skills
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to identify own training & development needs and be willing to address these
* Positive approach to customer care
* Good organisational skills
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English
 | * Appropriate knowledge of First Aid
* Ability to complete statistical returns
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| **PERSONAL ATTRIBUTES:** | * Friendly and approachable manner
* Self motivated
* Flexible
* A commitment to working as part of the whole school team and supporting the vision and aims of the school
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