

## Job Description: School Administrator

Responsible to:	Heads of School
Job Type:	Permanent
Grade:	6
Hours per week:	37
Working weeks:	38 + 5 INSET days
Location	<sup>1</sup> St John's CE Academy

### Context :

Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school.

### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

### Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems e.g. BROMCOM
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Administration of new pupil admissions including welcome packs.
- Undertake routine financial administration e.g. collect and record dinner, trip money
- Assist with the production of school newsletters.
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- 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. BROMCOM, word, excel, databases, spreadsheets, Internet)

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Maintain stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
- Operate uniform/snack/other 'shops' within the school
- 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 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role*

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> General clerical/administrative work	E
<b>Qualifications &amp; Training</b> NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard/computer skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify your own training and development needs and cooperate with means to address these	D E E E E E E E

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