

## Job Description

### School Administrator

Job Details	
Grade	
Job Evaluation Number	
Directorate	Children & Families
Division	Schools

#### 1.0 Portfolio Responsibilities

This job provides comprehensive administrative support across all school operations including pupil, staff, finance and data management systems. It administers day-to-day enquiries, processes admissions and staffing arrangements, coordinates events and maintains accurate records and documentation. The job manages the MIS system, processes financial transactions and produces reports for statutory requirements and operational needs.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

##### Administration - General

- Dealing with day-to-day internal and external enquiries from pupils, staff, parents and carers.
- Administering meetings and producing confidential documents which may include letters, references, recruitment documentation and meeting minutes such as Governing Body Committees / exclusions panels / meetings with parents and carers.
- Supporting the production and distribution of information, messages and communications for pupils, staff, parents and carers and the wider community .
- Providing cover as needed for general administrative and reception services across the school.

##### Administration - Pupils

- Administering pupil arrangements such as pupil records and files, pupil level reports, attendance registers, pupil admissions and/or transition, Free School Meals, milk in school, School Health Services, School Photographer, exams arrangements, trips, visits, events and extra-curricular activities, detentions, lost property

**Administration - Staff**

- Administering staffing arrangements such as staff records and files, recruitment, employment contracts, absence records, Single Central Record, School Workforce Census, cover arrangements and training records.
- Liaising with external HR and Payroll services as required to support staffing administration.

**Administration - Finance & Resources**

- Administering the purchase and receipt of goods and services, which may include liaising with suppliers, obtaining quotes, administering contracts and service level agreements with suppliers, raising orders and processing invoices and logs, maintaining inventories, organising office supplies, school uniform and equipment
- Collecting, reconciling and reporting on money received, which may include managing cash and electronic parental payments, the School Fund Account and/or the Petty Cash Account and/or the school purchase card.

**Administration - Data**

- Administering the school MIS system, establishing procedures such as start and end of year processes, preparing reports from the MIS and providing MIS updates for staff to support operational requirements
- Processing data and building reports to provide information as required, which may include official returns such as completing School Census, pupil assessment reports and analysis of school data for statutory and operational purposes.

**Special Conditions**

Is Safeguarding Check needed?

DBS Enhanced Children

**Person Specification**
**Essential Criteria**

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications		Hold GCSEs (or equivalent) at Grade C/4 in English and Mathematics
Qualifications		Hold Level 3 qualification or equivalent

		demonstrable experience
Experience		Have experience of providing administrative support in an educational or relevant setting.
Experience		Have experience in coordinating events, meetings and administrative arrangements effectively.
Skills		Be proficient in using Microsoft Office applications and management information systems.
Skills		Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills		Have excellent written and verbal communication abilities for diverse stakeholder interactions.
Skills		Have good attention to detail and accuracy in data entry and record keeping.
Skills		Be competent in producing professional documents including letters, reports and meeting minutes.
Other		Have a flexible and adaptable approach to supporting varied school operational needs.
Competency		Be able to both work independently and make a positive contribution to team work
Competency		Be skilled in maintaining accurate records and managing filing systems effectively.
Competency		Be capable of handling sensitive information whilst maintaining strict confidentiality protocols.
Competency		Be able to prioritise workload and manage competing deadlines independently.
Competency		Be able to work calmly and professionally under pressure
Knowledge		Demonstrate understanding of data protection principles and confidentiality requirements in schools.

Knowledge		Understand safeguarding procedures and the Single Central Record requirements in schools.
Knowledge		Be familiar with financial processes including purchase orders, invoicing and payment reconciliation.
Training		Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and

-Record and report any concerns or incidents.

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