



**St Edwards CE  
Primary School**

Diocese of  
**Hereford**  
Multi-Academy Trust

## Job Description

### Details of Post

- Title: **Administrator**
- Schools: **St Edwards, Dorrington**  
(part of Diocese of Hereford Multi-Academy Trust)
- Reporting to: **Headteacher/Senior Leaders of both the school and Trust**
- Main Workplace: **St Edwards Primary School**
- Post Number:
- Grade and SCP: Grade 5, SCP 7 £13.69ph
- Working Week **Mon – Friday 32.5hrs**
- Working Year **Term Time plus 1 week (5 days)**
- Status of role **Permanent**

*The Trust and school are committed to safeguarding and promoting the welfare of children, therefore all shortlisted applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people, in accordance with the DfE's "Keeping Children Safe in Education". An enhanced DBS will be required for this role. The Trust welcomes applications from all sectors of the community."*

### Purpose of Post

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

### Principal Duties and Responsibilities

#### Organisation

- Deal with complex reception/visitor/telephone matters.
- Assist with first aid. (training will be provided where required)
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Liaison with EWO and parents.
- Supervise, train and develop staff as appropriate, and provide personal administrative and organisational support.

#### Administration

- Manage manual and computerised record/information systems.
- Provide clerical support – photocopying, filing, monitoring and responding to emails, post and distribution.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Respond to confidential correspondence under the direction of the Headteacher.

- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
- Administration of lettings and other uses of school premises.
- Undertake financial administration e.g. process orders/invoices, assist with banking, collect and record cash etc.
- Take notes at meetings.

### **Resources**

- Operate relevant equipment/complex ICT packages (e.g. word, excel, MIS, spreadsheets, internet).
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake complex financial administration procedures, as directed by the Trust's central team
- Maintain School Fund accounts and present for audit.
- Assist with the planning, monitoring and evaluation of the budget.
- Manage expenditure within an agreed budget.

### **Other Responsibilities**

- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and the Trust as a whole.
- 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.

### **Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures, including Keeping Children Safe in Education

### **Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

### **Other Duties**

- Any other duties that the Headteacher/EHT/CEO/Local Academy Board/Directors feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

**Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/CEO/LAB/Directors in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....