



ST MARY'S CATHOLIC PRIMARY SCHOOL



Person Specification - School Administrator

Applicants should cross reference their application to this specification

	ESSENTIAL	DESIRABLE
Qualifications	NVQ 3 or equivalent qualification Or Experience in a relevant discipline	Evidence of further training in school-based support
Experience	At least 2 years' relevant administrative experience Working as part of a team; liaising with colleagues to plan and manage workload Providing a "front of house" service to the public and other agencies, both in person and on the telephone Maintaining databases and other administrative systems Financial processing – raising orders and making purchases; processing payments via invoice and purchase card; banking and reconciliation; monitoring contracts and service level agreements	Working in a school office Maintaining school relevant databases, e.g. pupil, family and staff records; single central record; school census information; financial transactions; meal bookings
Knowledge	Knowledge of Safeguarding and related policies and procedures Health & Safety policies and procedures and how they apply in the workplace An understanding of GDPR and the practical application of confidentiality in the workplace	Application of policies and procedures in a school setting

Skills	<p>Excellent literacy and numeracy skills</p> <p>Able to confidently operate relevant office equipment and use a range of ICT packages (e.g. Microsoft Office, Gmail / G Suite</p> <p>Effective time management and organisational skills; ability to be flexible</p> <p>Able to work constructively as part of a team but also on own initiative</p> <p>Accuracy and an eye for detail</p> <p>Effective communication skills, in diverse situations and relating to children and adults</p> <p>Sensitive to the needs of others while able to maintaining appropriate levels of impartiality and confidentiality</p> <p>Able to develop strong working relationships and networks</p>	Working knowledge of school specific systems such as Scholarpack, Lunchshop and I-Trent
Other	<p>Candidates should be sympathetic to the Catholic ethos of the school</p> <p>Able to attend occasional meetings outside normal hours</p> <p>Committed to continuing personal development</p>	

Specific duties and responsibilities – including but not limited to:

- Working closely with other school admin staff to ensure the efficient day to day running of the school office and timely completion of tasks
- Directly supporting the Headteacher with administrative tasks and the management of the school diary
- Providing personal, administrative and organisational support to all staff when required

- Providing a front of house service in the day to day running of the school reception, attending to staff, pupils, parents and all other visitors and including dealing with some complex issues and enquiries
- Communication with parents, staff and a range of other stakeholders and school users, in person, in writing, via phone or digital means
- To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person / line manager
- Input and management of data on school systems, e.g. pupil and family information, attendance and register information, census details, Early Years provision, Pupil Premium and free school meal provision, meal bookings
- Administer the school process for admissions, including to nursery
- Updating the school website as required
- Liaising with suppliers providing services, support and equipment to the school, reporting and ensuring resolution of faults and issues where necessary, e.g. with regard to catering and cleaning providers, HR / Payroll, ICT support
- Liaising with other administrative staff within the school and across the Multi Academy Trust to provide peer support and ensure best practice
- Attendance at meetings and training events as and when required

Specific finance related tasks include:

- Processing of all monies coming into school, including cash and income via electronic payment system. Reconciling payments against relevant system information, e.g. for meals, school trips, school fund contribution. Issuing receipts as required. Ensure that any arrears of payments are addressed by providing timely notification to debtor or through escalation in accordance with the school's Debt Policy
- Banking – deposit of cash and cheques in delegated budget and school fund accounts as appropriate
- Monthly reconciliation of school purchase card, ensuring appropriate authorisation of transactions by Headteacher / Chair of Governors
- Procurement – working in line with school financial procedures. Obtaining quotes and assessing “best value”; raising orders; processing payments via invoices and school payment card. Maintaining accurate records of all transactions on school monitoring systems and tracking these via monthly budget monitoring reports
- Working with the School Business Manager to ensure the effective management of the school budget
- Reviewing and updating of the school's contracts register including monitoring of SLA agreements
- Reviewing and updating of the school's asset register
- Responsible for the security of unused cheques and other controlled stationery
- Co-ordination of educational visits and residential trips including booking of venues, transport/logistics, ensuring adequate ratios/staffing, maintaining accurate record of payments received by parents and following up on outstanding/late payments

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.