

**JOB DESCRIPTION**

DIRECTORATE: Education	JOB TITLE: Administrator
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GRADE: 4 Scale point 9 to 12**REPORTS TO:**

Administration Manager, Headteacher (or other designated person)

1. PURPOSE OF JOB:	To assist the administration team in the provision of clerical and administrative duties.
2. MAIN RESPONSIBILITIES, TASKS & DUTIES	<ul style="list-style-type: none">i. To carry out telephone, reception, and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.ii. Responsible for school communication methods, such as letters to parents, texting and the school websiteiii. Support Headteacher in staff recruitment administration.iv. Input of pay claims/expenses and check the accuracy of monthly payroll through liaison with Central HR and Headteacher on staff starters, leavers and contractual changes.v. Recording of staff absence data and supporting Headteacher with return-to-work documentation.vi. Provide support to Central Finance function with creation of purchase orders, tracking receipt of goods, and ensuring invoices are forwarded for payment.vii. To assist in arrangements of medical\dental examinations and individual/class photographs etc.viii. Administration of school meals orders and payments.ix. To assist with the general administration of work experience, trips etc.x. To assist in the analysis of Academy attendance registers. To maintain such records as may be required, including admissions, leavers, staff and student records.xi. To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.xii. To handle cash in line the Academy Finance Policy, which may include collecting money from pupils and parents.

	<p>xiii. To input data onto trust database software such as MIS, payroll, child protection, as required.</p> <p>xiv. Maintain Register of Security Badges.</p> <p>xv. Fruit/milk Co-ordinator – Submission of Annual Registration Return/Customer complaints (substandard produce)</p> <p>xvi. POC for all photocopier related matters, online submission of fault reporting, ensuring consumables are re-ordered and submission of monthly copier statistics/costings to Finance dept.</p> <p>xvii. To assist in the implementation of the records management policy to ensure that all documents and personnel information is treated appropriately (either archived or destroyed).</p> <p>xviii. Collate whole school attendance and pupil reports as required.</p> <p>xix. Administration of after school clubs – collate parent mail responses, prepare and distribute club registers and submit club replies via parent mail.</p> <p>xx. Uphold safeguarding procedures by ensuring all visitors are checked against Single Central Record and issued with correct lanyard and accompanied if necessary.</p> <p>xxi. Update Single Central Record with details of all checks undertaken for staff, contractors, agency workers, volunteers and governors.</p> <p>xxii. Arrange staff absence cover as directed by Headteacher.</p> <p>xxiii. Support Central Procurement function to achieve best value by sourcing multiple quotes for goods and services.</p> <p>xxiv. Maintain inventory of IT devices and other equipment with a value above £100.</p> <p>xxv. Support Headteacher in GDPR compliance to ensure data is up to date, stored securely and appropriate permissions held where required.</p>
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc.]</i></p> <p>None</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>The post holder will have contact with Headteacher, school employees and pupils.</p> <p>Day to day contacts with parents\carers, staff and external bodies on routine matters</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p> <p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>Work is carried out within clearly defined policies and procedures, advice can be sought from line manager.</p>

	<p>b) Consequences – <i>The consequences of the postholder's decisions can be anticipated to impact on the following:</i></p> <p>Impact on school administrative processes, which is likely to be easily identified and remedied.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>General office equipment needed to carry out tasks, such as PC and audio equipment.</p> <p>To handle cash in line the Academy Finance Policy, which may include collecting money from pupils and parents.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Work is subject to many interruptions from reception\telephone duties, this is part of the role and does not cause any significant change to the overall tasks to be carried out.</p> <p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>General office work, may involve long periods of working at a computer.</p> <p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Work is carried out in a well-lit\ventilated office environment</p>
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Contact with parents\carers, pupils and employees on matters which are routine and non-contentious.</p>
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Formal qualifications are not essential for this role. However, the post holder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>Keyboard skills</p> <p>Computer literate</p> <p>Desirable – 6 months relevant experience,</p> <p>CLAIT or equivalent qualification</p> <p>NVQ2 in relevant discipline</p>
10.	<p>GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Equal Opportunities policies.</p>

Health and Safety - The postholder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

	Name	Signature	Date
Job Description written by [Manager]			
Job Description written by [Post holder]			