

Job Description

Job Title	School Administrator
Grade	C
Responsible To	Senior Administrator / Office Manager / Headteacher / Principal
Staff Manage	None
Job Family	Administration
Job Purpose:	To provide an administrative support service to the Headteacher/Principal and the school under the direction or instruction of the headteacher/principal or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
Job Context:	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Provision of administrative, clerical and secretarial duties as required. ● Assist in preparation of reports as required ● Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. ● Take minutes at various meetings as required. ● Diary management ● Assist teaching and non-teaching staff with administration queries. ● Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. ● Make arrangements for school lettings. ● Report concerns and obtain support for any issues raised.
Communications	<ul style="list-style-type: none"> ● Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. ● Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. ● Attend staff meetings and training days by agreement with the Headteacher.
People/Resource Management	<ul style="list-style-type: none"> ● Participate in the schools performance management scheme. ● Assist senior staff with budget preparation and revision as necessary. ● Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher ● Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. ● Assist in the induction of new employees ● Monitor stock levels, order office materials, equipment and services and check incoming orders ● Highlight additional training and supervision needs to build on your skills and knowledge. ● Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● Maintain confidentiality as appropriate ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. ● Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.

Systems and Information	<ul style="list-style-type: none"> ● Maintain computerised and manual pupil/staff records. ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	School Administrator	
Grade	C	
Responsible To	School Admin Officer / Headteacher/ Support Services Manager	
Staff Manage	None	
Job Family	Administration	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Knowledge of administration and office systems 		
Experience		
<ul style="list-style-type: none"> Clerical or administrative experience Experience of working with Microsoft Office 		<ul style="list-style-type: none"> Cash handling experience
Occupational Skills		
<ul style="list-style-type: none"> Computer literate Good interpersonal and communication skills Good numeracy and literacy skills Judgemental skills Ability to work to deadlines 		
Qualifications		
<ul style="list-style-type: none"> Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 		<ul style="list-style-type: none"> CLAIT Plus, ECDL or Level 2 Word Processing Appropriate first aid training (<i>dependant on the school's needs</i>)
Personal Qualities		
<ul style="list-style-type: none"> Attention to detail, neatness and accuracy Organisational skills Ability to work successfully in a team Confidentiality 		
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance required To be committed to the school's policy and ethos. To be committed to Continual Professional Development. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 		