

## Administrator

### Job Description

#### Details of Post

Title	Administrator
School / Trust	Condover CE Primary School, Condover or St Edward's CE Primary School, Dorrington - Trust
Reporting to	Executive Headteacher / Executive Deputy Headteacher / Trust
Main Workplace	Condover CE Primary School
Grade and SCP	Grade 6
Start Date	As soon as Possible
Application Closing Date	Monday 23 <sup>rd</sup> February - midday
Interview Date	TBC

#### Purpose of Post

We are seeking a friendly, motivated, well-organised individual to manage our school office. The successful candidate will provide administrative support, and serve as the first point of contact for parents/carers, visitors and other stakeholders. They will also have responsibility for undertaking financial and health and safety processes within our school. Our Administrator will hold excellent communication skills, both orally and in writing, demonstrate commitment to ensuring compliance with policies and procedures, and work well as part of a school team, as well as across the Trust.

At Condover CE Primary School we value our staff and believe that our School Administrator is an ambassador for our school and will embody the value, vision and ethos of our school in all interactions.

#### Safeguarding requirement:

Condover CE Primary School is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

## Main Duties and Responsibilities

### **Secretarial and Administrative**

1. To receive visitors, callers and inquiries, dealing courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc. at all times.
2. To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages, when required, in a timely manner.
3. Receive all incoming calls/emails to the school, responding to, routing/taking messages. Obtain or make outgoing calls as requested.
4. To monitor entry systems for the main gate and reception area.
5. Communicate and contact parents using email, Eduspot, school website and telephone.
6. To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
7. To prepare letters and carry out mailing of information. To word process, provide proof reading and formatting of letters, reports and other documents for both internal and external circulation.
8. To access and manage the Outlook appointment diaries of the Senior Leadership Team, arranging appointments and managing invitations to appointments.
9. To be responsible for the provisions and providing refreshments as appropriate to visitors.
10. To support the organisation of school events and school trips, including gaining quotes for trips/ visitors to school.
11. Keep School Office and Meeting Rooms tidy and presentable, taking pride in your working areas and ensuring the ethos of school remains throughout.
12. To be aware and support the school's commitment to equal opportunities. To ensure a commitment to equal opportunities in as aspects of practice.
13. To undertake any other reasonable duties as directed by the Executive Headteacher and Senior Leaders.

## **Pupil Welfare**

1. To maintain accurate computerised databases (MIS) creating and updating records.
2. Access database to input, retrieve and interpret information on pupils and staff, including producing reports and statistics.
3. To protect all data and private information with dignity and strict confidentiality.
4. To maintain a log of all correspondence sent out to pupils/parents/carers.
5. To support the SENDCo in ensuring that all school admissions and transfers are correctly documented and compliant with the Code of Practice.
6. Support the SENDCo and arrange meeting schedule for Annual Reviews, including all communications with parents, Local Authorities and other agencies, word processing of reports, dealing with all related correspondence and associated arrangements.
7. Ensure that all related reports/documents prior to, and following and Annual Review are compliant with the Code of Practice.
8. To demonstrate a commitment to the safeguarding of children and vulnerable adults, undertaking mandatory training within the school with particular reference to safeguarding.
9. Provide information and assistance on a wide variety of school matters to parents/carers, pupils, staff, DHMAT, LA and other schools.
10. To promote Equality & Diversity in all contacts.
11. To carry out all duties in accordance with DHMAT and school policies.
12. To assist with first aid (training will be provided where required).
13. To lead, manage and support with on and off rolling students ensuring accurate records are kept.
14. To oversee the administration of admissions.
15. To carry out clerical duties, including photocopying, filing and monitoring.
16. Undertake financial administration e.g. process orders/invoices, assist with banking, collect and record cash etc.
17. To take notes at meetings.

## **Resources**

1. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
2. Support uniform/charity/other events within the school.
3. Provide advice and guidance to staff, pupils and others.
4. Assist with marketing and promotion of the school.
5. Manage administration of facilities including use of school premises.
6. Undertake complex financial administration procedures, including payroll, as directed by the Trust's central team.
7. Maintain School Fund accounts and present for audit.
8. Assist with the planning, monitoring and evaluation of the budget, and manage expenditure within an agreed budget.

## **Other tasks/responsibilities**

1. All staff are to undertake all such other reasonable tasks commensurate with the post dependent on skills and experience as require.
2. Promote equality, diversity and inclusion.
3. Promote the School ethos in which the highest achievements are expected from all members of our community.

## **Team working and collaboration**

1. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them. Fulfil wider professional responsibilities.
2. Work collaboratively with others to develop effective professional relationships.
3. Communicate and co-operate with relevant external bodies.
4. Make a positive contribution to the wider life and ethos of the school.

***This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties and training as discussed and directed by the school or DHMAT. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.***

### **Person specification**

#### **Essential criteria:**

1. Good standard level of education
2. 5 GCSE's or equivalent, including English and Maths
3. NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification
4. 2 – 3 years' experience of clerical/administrative work
5. Strong working knowledge of Office (Word and Excel)
6. Ability to take notes
7. Very good numeracy and literacy skills
8. Willingness to participate in training and development opportunities
9. Very good ICT skills
10. Ability to train, supervise and develop other staff
11. Sufficiently fluent in spoken English to ensure effective performance in the role
12. Good communication skills
13. Ability to relate well to children and adults
14. Ability to work well as part of a team
15. Flexibility and reliability
16. Ability to maintain confidentiality
17. Comply with the requirements of a Safer Recruitment procedure including an Enhanced DBS check. (please see Safer Recruitment policy)

### **Desirable criteria**

1. First Aid qualification
2. Experience of working in an educational setting or other relevant environment
3. Experience of Management Information Systems (MIS)
4. Safeguarding in an education setting

***This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.***