



Lodge Farm Primary School
Mobbsbury Way
Chells
Stevenage
Herts SG2 0HR

Tel: 01438 236600

“Learning in mind, community at heart”

email: admin@lodgefarm.herts.sch.uk
www. lodgefarm.herts.sch.uk

Headteacher: Mrs Joanna Farbon

School Administrator

Grade: H4

Main purpose

To provide specific clerical and administrative services to the school under the directions or instruction of senior staff.

Key responsibilities

1. Provide administrative, and organisational services to the school
2. Record and maintain accurate data on school's MIS, Arbor
3. Liaise with pupils, parents/carers
4. Liaise with other staff and external agencies
5. Produce lists, information and data reports, as requested by senior staff or external agencies
6. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
7. Organise meetings
8. Support the planning of trips and school events
9. Contribute to the planning and development of administrative procedures and systems.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries
2. Organise arrangements for school visits and events

3. Monitor pupil attendance and run reports
4. Maintain stocks and supplies, particularly school stationery

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Follows daily and weekly routines with some monthly and annual tasks such as returns, including Census returns
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 2.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues
- Most tasks require keyboard skills used with precision and speed.

Supervision

- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.
- Follows instructions under guidance of senior staff. Follows daily, weekly, monthly and termly set routines.
- Makes decisions about own administrative work. Decision making is short term; more complex decisions are referred to senior staff

Problems, Demands & Decisions

- Assesses and resolves day to day problems, such as completing statutory returns, or school publication issues.
- Dealing with difficult visitors/ parents, resolving issues.

- Works within clear guidelines but deals with unexpected problems. Decision-making is short term; senior staff available for more difficult issues.
- Concentration for administrative tasks; work is regularly interrupted.
- Exposure to emotionally demanding situations is infrequent.
- Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Dimensions

- May handle small amounts of cash
- No overall budget responsibility.
- Responsible for the maintenance and updating of records and systems; may request, order and store supplies within a limited range.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.