

JOB DESCRIPTION



Post: School Administrator

Scale: Grade 6

Main Job Purpose

- Support the Office Manager with the delivery of administration services within the school.
- Undertake general administrative duties as well as school specific administrative duties.

Main responsibilities and duties

- Under the guidance of the office manager and/or senior staff, be responsible for undertaking administrative, financial and organisational processes within the school
- Provide administrative support for Headteacher and Senior Leadership as required
- Manage the school office and carry out all administration duties and financial monitoring for small amounts where required
- Be responsible for all admissions/new intake data where required
- Under the direction of senior staff, support pupil attendance procedures and follow -up absenteeism as required
- Be the key liaison with Trust Business Partner and SAST Shared Services
- Be Data Protection Lead for the School.
- Manage manual and computerised record/information systems
- Provide reception support
- Manage telephone enquiries and monitor the school office mailbox
- Support audit process and process overtime, staff absence and other school based finance/HR requirements, specifically;
 - processing and approval of purchase orders for the school
 - processing supplier invoices
 - Debt management, e.g. liaising with parents regarding unpaid fees (trips, transport, lunches, after school clubs
 - petty cash and banking to meet school requirements
 - manage and administer parent pay systems
- Co-ordinate staff cover requirements as required
- Co-ordinate school transport requirements as required. Liaise with transport contractors to resolve day -to- day issues.
- Organise school trips and school events as required
- Administer First aid as required
- Support Health and safety compliance
- Undertake other duties as directed and commensurate with the grading of the role

Knowledge & Skills

Essential

- NVQ Level 2 in administration or equivalent qualification or experience.
- Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, shredder, telephones etc.
- GCSE Mathematics and English – Grade C and above
- Good keyboarding skills for the production of routine correspondence and emails with occasional typing.
- Use manual and computerised record/information systems such as MIS systems
- Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils and others)

- Have good IT skills including proficient in the use of Microsoft Office products

Desirable:

- Previous experience of working in a school environment is not essential but desirable

Supervision and management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem Solving and Creativity

Use judgement when interpreting and resolving problems.

Key Contacts and Relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision Making

The job involves working within recognised procedures but will require initiative. The post holder will have access to a supervisor or manager for advice and guidance.

Resources

General Office equipment (e.g. Word-processor, photocopier, telephone and post/franking machinery.)

Working Environment:**Demands:**

- The post holder will be required to stand and walk as a part of their role; there are limited requirements for lifting and carrying (e.g. files, boxes, office items, stationery).
- Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands.

Safeguarding Responsibilities for this post

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid. It will have regular contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.