

<b>Job Title:</b>	Administrator	<b>Reports to:</b>	Office Manager
<b>Location:</b>	Pilgrim Primary	<b>Accountable to:</b>	Headteacher
<b>Salary/Grade:</b>	Plymouth NJC Grade C	<b>Hours of Work:</b>	37

## Principle Purpose of the Role

- To support the Office Manager with the delivery of administration services within the school.
- To undertake general administrative duties as well as school specific administrative duties.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

## Decision making

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

## Accountabilities

- Reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- Maintenance of manual and computerised records/management systems.
- Routine administration including financial administration, e.g. collecting and recording dinner money.
- To sort and distribute mail
- First aid
- To assist with arrangements for visits by the school nurse, photographer, etc.

## Demands

- The post is predominately office-based with limited requirements for lifting and carrying files, boxes and other general office items, as well as standing and walking within the school environment.
- Concentration required for periods of up to two hours at a time with some work-related pressure due to conflicting demands from telephone calls and personal callers.

## Working Conditions

- The role is mainly office based with occasional exposure to the general background noise of the school environment.

## Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding



Departmental procedures and action accordingly.

- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

## Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
NVQ Level 2 in administration or equivalent qualification or experience	E	X	
GCSE Mathematics and English Grade C and above or equivalent	E	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, fax, shredder, telephones, etc.	E	X	X
Ability to use judgement when interpreting and resolving problems	E	X	X
Good keyboard skills for the production of routine correspondence and emails with occasional typing	E	X	X
Ability to use manual and computerised record/information systems such as HR systems	E	X	X
Good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils and others)	E	X	X
Good IT skills including proficient in the use of Microsoft Office products	E	X	X
Previous experience of working in a school environment	D	X	
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Ability to act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures	E	X	X
Ability to work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures	E	X	X
Ability to undertake all duties with due regard to the Trust's equalities policy and relevant legislation	E	X	X

