

## **JOB DESCRIPTION**

**SCHOOL:** Whinstone Primary School

**POST TITLE:** School Administrator

**GRADE:** G (SCP 9 - 12) 37 hrs pw, TTO + 2 days

**REPORTS TO:** Headteacher

**MAIN PURPOSE:** Under the guidance of senior staff be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services and have additional responsibility for supervision and finance.

### **TASKS:**

#### **Organisation**

- Deal with complex reception issues/visitor matters etc
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc
- Supervise, train and develop staff as appropriate

#### **Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DCSF
- Undertake the administration of Payroll systems

#### **Resources**

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance for staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Manage expenditure within an agreed budget

#### **Responsibilities**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Signed:**

**Date:**

## PERSON SPECIFICATION

**POST TITLE:** School Administrator

**GRADE:** G (SCP 9 – 12)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training</li> <li>• NVQ 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM)</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Staff supervision</li> <li>• Payroll/finance experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Effective use of ICT and other specialist equipment/resources</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Very good communication skills</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to supervise staff</li> <li>• Ability to assist with planning, monitoring and evaluation of budget</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of First Aid</li> <li>• Knowledge of and ability to complete statistical returns</li> <li>• Analytical and problem solving skills</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable manner</li> <li>• Self motivated</li> <li>• Flexibility</li> <li>• Professional approach</li> <li>• A commitment to working as</li> </ul>	

	part of the whole school team and supporting the vision and aims of the school	
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