

Job Description **Administrator (Grade 4)**

Organisation

1. To assist senior administrative support staff in maintaining an efficient and responsive support service to the school
2. To supervise and co-ordinate the work of administrative support office team, including the preparation of rotas to ensure all duties are covered, and prioritising the work of the team.
3. To supervise and co-ordinate the reception area, ensuring duties are assigned, cover is arranged, and that staff have the skills and abilities to provide front line duties.
4. Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff.
5. To undertake routine clerical and administrative duties on behalf of individual members of staff in relation to the organisation of all school activities

Administration

6. To provide administrative support to the Attendance Lead and Examinations Officer by ensuring that pupil attendance information is recorded in SIMS, producing data and reports and identifying concerns and trends.
7. To supervise the administration of pupil admissions
8. To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics and statutory returns as required.
9. To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors
10. To respond independently to correspondence as required
11. To undertake routine administration of school lettings and other uses of the school premises
12. To arrange meetings and events and take notes at meetings to a high standard.
13. To assist with school administrative duties including examination invigilation as part of the agreed system for the school where appropriate.
14. To maintain display boards and to ensure these are refreshed regularly.

Resources

15. To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
16. To arrange the orderly and secure storage of stocks and supplies
17. To provide general advice and guidance to staff, pupils and others

Responsibilities

18. To ensure accuracy and confidentiality of all information produced
19. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise.
20. To be aware of and support difference and to ensure equal opportunities for all.
21. To contribute to the overall ethos, work and aims of the school.
22. To attend and participate in relevant meetings as required.
23. To participate in training and other learning activities and performance development as required

Person Specification- Administrator (Grade 4)		
Essential	Desirable	Method of Assessment
Experience of working in an administrative support environment.		Application form/ Interview
Effective written and verbal communication skills to liaise with a wide range of people at all levels		Application form/ Interview
Possess good numeracy skills		Application form/ Interview
	Demonstrable ability to lead and motivate staff under their supervision	Application form/ Interview
Excellent organisational skills, with the ability to plan own workload and those of others		Application form/ Interview
	Willingness to undergo minor first aid training	Application form/ Interview
Ability to work on own initiative and to be proactive.		Application form/ Interview
Demonstrable ability to operate various software packages, e.g. SIMS, Microsoft Word and Excel,		Application form/ Interview

and information technology systems.		
Ability to relate well to children and adults		Application form/ Interview
	Have a general knowledge and awareness of the regulatory framework of education and school.	Application form/ Interview
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these		Application form/ Interview
Ability to identify your own training and development needs and cooperate with the means to address these needs		Application form/ Interview
Tact and diplomacy in all interpersonal relationships with the public, pupils, and colleagues at work.		Application form/ Interview
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.		Application form/ Interview
The flexibility to adapt to changing workloads demands and new school challenges.		Application form/ Interview
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users		Application form/ Interview
Personal commitment to continuous school improvement		Application form/ Interview
Personal commitment to the school's professional standards		Application form/ Interview