Job Description

# Post Title: Administrator

**Job Ref No:**  1376 – Grade F

**Responsible to:** Headteacher

**Responsible for:** n/a

**Purpose of Job**

The overall purpose of this job family is to provide a clerical, administrative, financial, secretarial, management and executive service for the school. To ensure that internal and external services are maintained and delivered to the required service levels.

Role holders will also provide a comprehensive, confidential, personal and secretarial support to head teachers, teachers, other support staff, governors and pupils.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Job Context**

The job holder will generally be employed during term times only.

They will typically provide a service to head teachers, teachers, other school employees, governors, pupils, parents and members of the community.

**Accountabilities**

Producing Documents

* Produce a wide range of detailed complex or specialist documents sometimes initiating change, and where appropriate, provide guidance to less experienced colleagues in the production of documents, to ensure that the needs of the school team is met.

Filing and Retrieving Documents

* Co-ordinate, operate and set up a wide range of routine and complex filing and retrieval systems, sometimes initiating change, and providing specialist advice for the school team to ensure an efficient record management system and compliance with data protection requirements.

Record Keeping

* Collate and maintain a wide and complex or specialist range of manual and computerised records/management information systems providing guidance to others to meet agreed service standards and support efficient school management.

Providing clerical and other support and guidance to service users

* Provide administrative and/or secretarial support and guidance on a wide range of issues to meet the school's administrative requirements
* Assist in gathering data and financial information to support the preparation and monitoring of the school budget and business plan to assist the head teacher and governors in making their financial decisions.
* May contribute to the planning and monitoring of a small budget to ensure the effective operation of the service area.
* Where appropriate, assist with the administration of payroll systems to ensure the salary process runs smoothly.
* Assist with pupil welfare, such as first aid, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.
* Operate uniform/snack/other sales within agreed policies and procedures to meet the school's requirements.

Handling enquiries and queries and undertaking reception duties

* Handle a wide and complex range of detailed issues referred by other colleagues and service users, often providing a point of contact for service user feedback of a specialist nature to meet service standards.
* Deal with standards and complex reception/visitor matters to meet service standards.

Planning and managing diaries and meeting schedules

* Plan, co-ordinate and implement personal and team diaries and meeting schedules, with supporting documentation to ensure that business is completed within agreed standards and meets the school's requirements.
* Keep Head Teacher or immediate manager fully briefed and updated on all meetings and events to facilitate effective school management.

Dealing with formal correspondence

* Sort, refer, monitor progress and respond to formal correspondence, to ensure that the school's standards and business requirements are met.

Developing the team

* Assist in the recruitment process, supervision, training and development of other support staff in the performance of more complex and / or specialist tasks to facilitate the achievement of individual and team performance and development objectives.

Allocating, monitoring and managing resources

* Monitor the provision of stocks of resources and office supplies to minimise waste and maintain the effective operation of the school.
* Likely to assist with documentation for the procurement of funds and sponsorship from companies to meet financial targets and enhance service delivery.
* Likely to assist with marketing and promotion of the school to enhance service delivery.
* May assist with management of facilities including premises, use of buildings and associated income to support delivery of the service.
* May assist with monitoring performance of service contracts and supplier agreements.

Providing Management Information

* Where appropriate gather and process a range of data and information such as reports, assessments on school budget and business planning, to support the production of management reports and information on school performance.

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

**PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Educational achievements, qualifications and training** | NVQ Level 2 or equivalent in a relevant subject  **and/or**  Substantial amount of work experience in a relevant organisation (preferably a school) if no qualification | Working towards appropriate relevant qualifications in specialist area |
| **Job related knowledge, aptitude and skills** | Appropriate level of literacy and numeracy.  Appropriate level of IT and keyboard skills  Health and safety awareness  Appropriate level of data protection, security and confidentiality awareness | Experience of guiding and assisting less experienced colleagues |
| **Equal Opportunities** | An understanding of and commitment to equality of opportunity. | Understanding of corporate equalities standards and diversity issues and impact in immediate work and service area |
| **Personal Qualities** | Willingness to participate in training and personal development  Flexible  Adaptable  Excellent communication skills |  |