

Job Description

Job Title	School Administrator
Grade	D
Responsible To	School Admin Officer / Headteacher
Staff Managed	None
Job Family	Admin
Job Purpose	To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties depending on the size of the school.
Job Context	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Provision of administrative, clerical and secretarial duties as required. • Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g., for the school's Governing Body / Financial Management Committee. • Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. • Take minutes at various meetings as required. • Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. • Make arrangements for school lettings. • Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out. • Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book. • Make appropriate decisions to problems/issues when they arise within the office. • Report concerns and obtain support for any issues raised. • Assist teaching and non-teaching staff with administrative queries
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource/People Management	<ul style="list-style-type: none"> • Assist senior staff with budget preparation and revision as necessary. • Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. • Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge.

	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Grade	D	
Responsible To	School Admin Officer / Headteacher	
Staff Managed	None	
Job Family	Admin	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
	<ul style="list-style-type: none"> • Knowledge of administration and office systems 	
Experience		
	<ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft Office 	<ul style="list-style-type: none"> • Cash handling experience • Supervisory experience
Occupational Skills		
	<ul style="list-style-type: none"> • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Judgemental skills • Problem solving skills • Analytical skills 	<ul style="list-style-type: none"> • Budget management skills
Qualifications		
	<ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training (<i>Dependent on the schools needs</i>) • CLAIT Plus, ECDL or Level 2 Word Processing
Personal Qualities		
	<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload 	
Other Requirements		
	<ul style="list-style-type: none"> • Enhanced DBS clearance required • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	