

Children's and Young People's Service

ALVERTON COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

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| POST: School Administrator | |
| GRADE: Grade E (scp 6-8) | |
| RESPONSIBLE TO: Headteacher/ Business Manager | |
| STAFF MANAGED: | |
| POST REF: ED21307 | |
| JOB PURPOSE: | To provide an effective administrative support service to the Headteacher/School Business Manager and the School. |
| JOB CONTEXT: | <p>Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, some finance work and reception service, where excellent organisational skills are essential in order to handle the variety of tasks the need to be undertaken</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Issues | <ul style="list-style-type: none">• Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.• Analyse and evaluate data and information and produce reports• Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.• Deal with maintenance requests and oversee contractors where appropriate.• Be responsible for confidential information e.g. policies, staff, pupils and parents records.• Produce documents for the school e.g. Newsletters, brochures.• Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology.• Take minutes at meetings as required• Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central offices of the LA.• Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.• Organise school lettings |
| Communications | <ul style="list-style-type: none">• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.• Liaise with parents, staff, pupils and external agencies as required• Ensure the delivery of an efficient reception service |

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| People/Resource management | <ul style="list-style-type: none"> • Input income and expenditure information. • 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. • Process orders and payments for stationary, equipment etc. • Participate in the schools performance management scheme. • Attend staff meetings and training days and management team meetings by agreement with the Headteacher. • Participate in training & other learning activities • Manage the day to day activities of the office |
| Safeguarding | <ul style="list-style-type: none"> • Adhere to data protection legislation • 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 as appropriate– in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as appropriate |
| Data Protection | <ul style="list-style-type: none"> • To comply with the County Council's 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 & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. |
| 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 equality Policy Statement. • Develop own and team members understanding of equality issues. |
| Flexibility | <ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. |
| Customer Service | <ul style="list-style-type: none"> • The County Council 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 County Council 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. |
| Date of Issue: | 25/05/2021 |

PERSON SPECIFICATION

JOB TITLE: School Administrator (Grade E)

| Essential upon appointment | Desirable on appointment |
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| Knowledge <ul style="list-style-type: none"> • Knowledge of school admin and office systems • Knowledge of health & safety regulations & procedures • Knowledge of school procedures | |
| Experience <ul style="list-style-type: none"> • Experience of operating administrative systems, including Microsoft office | <ul style="list-style-type: none"> • Experience in public or private sector finance and administration |
| Occupational Skills <ul style="list-style-type: none"> • Good ICT skills and the ability to use the keyboard with speed and precision • Good written and verbal communication skills • Statistical skills • Analytical Skills • Problem solving 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 (Dependent on the schools needs - insert as appropriate) • Level 3 qualification in Business / Finance / Administration or equivalent. • Level 2 Word Processing qualification or equivalent. |
| 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"> • 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. • Enhanced DBS clearance required | |