

WINDLEHURST SCHOOL



Respect - Courage - Inspire - Achieve

Dear Candidate,

Thank you for your interest in the post of Administrator at Windlehurst School. In this information you will find a job description and a person specification. If you would like to come to visit our school, we would encourage this and if you have any questions please do not hesitate to contact us.

Windlehurst School is unique and diverse in many ways. Our pupils are great fun to work with and no day is ever the same. We are based on two sites, one in Hawk Green in Marple and one in Stockport Town Centre. You will be predominantly based at the Hawk Green site, although support at Millbrook may be required occasionally.

All of our pupils have EHCPs for Social, Emotional and Mental Health (SEMH) and range in age from 11 to 16. Pupils have a range of individual needs and this means that some challenging behaviour can be exhibited at times. Whilst this can be challenging at times, there are many rewarding aspects of the job that come from building and maintaining positive relationships with pupils and making a real difference to their lives.

We can offer you a number of additional incentives such as, a free school lunch each day, access to our Employee Assistance Programme where a range of physical and mental wellbeing services can be accessed and CPD opportunities.

This really is an exciting time to be a member of Windlehurst School as either a pupil or member of staff. We hope that having taken the time to read this information you feel that you are the right person for this role and look forward to reading your application.

Yours sincerely

C Ormiston

Mr C Ormiston
Headteacher

Windlehurst School – Hawk Green Site Windlehurst Road, Hawk Green, Marple, Stockport SK6 7HZ Tel. 0161 – 427 - 4788 option 1	Windlehurst School – Millbrook Street Site Millbrook Street, Stockport, SK1 3NW Tel 0161 – 427 - 4788 option 2
Email: admin@windlehurst.stockport.sch.uk Email: headteacher@windlehurst.stockport.sch.uk	



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Windlehurst School Job Description

Job Title: School Administrator
Department: Windlehurst School
Directorate: Learning & Achievement, C&YPD

Vacancy Number:

Salary Grade: Scale 4
33 hours per week, Term time only + 3 INSET days

Post Reports to: School Manager

Post Responsible for: No Staff Responsibility

Main Purpose of the Job:

To provide an efficient, effective administrative, financial and clerical support service for the Headteacher, School Manager and staff.

To have responsibility for the SIMS school pupil and staff information

To support the School Manager in the operational financial processes and procedures.

Major Duties and Responsibilities:

These are the current priorities and may change, in negotiation, depending on the needs of the school:

Administration

- To provide administrative, clerical and word processing support to the Headteacher and school staff. This will include the maintenance of both manual and computerised records, production of reports using SIMS, Excel, origination of letters, photocopying, telephone and communication duties,
- To maintain in SIMS the following: pupil pre-admission files, pupil electronic transfers in/out, create and promote the new school year,
- To act as the first point of contact for visitor/telephone enquiries, providing general advice, information assistance where possible and redirecting as required.
- To receive and distribute incoming mail and deliveries.
- To administer the collection dinner money, and related administration
- To provide hospitality for visitors and meetings as appropriate.
- To assist in the admission procedure, to maintain pupil and staff databases together with the maintenance and generation of class and dinner registers as necessary, ensuring that all records are up to date.
- To maintain up to date records/ SIMS P7/databases for staff absence (Sickness, Training, Special Leave) and to provide reports to the Headteacher and Governing Body
- To support the School Manager in the administrative documentation processes for the recruitment and selection procedures
- To reconcile Exclusion data with LA Inclusion and produce associated reports and information to the Headteacher and Governing Body.
- To maintain with the School Manager the Single Central record for safeguarding purposes
- To ensure the completion of statistical returns:
 - i. Local Authority Returns I Pupil Census
 - i. Monthly returns e.g staff absence, variations, attendance, training

Financial responsibilities and support

- To support the School Manager in administering the school's delegated finances for all school budget areas and petty cash account
- To process requests for services and goods from staff, chase progress, process invoices chase outstanding payments, and reconcile payment as requested using FMS

- To maintain adequate records relating to the provision of supply teachers and associated payments
- To Administer all aspects of dinner money, free school meals and associated returns
- To maintain the asset register

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

To work positively and inclusively with colleagues and customers so that the School provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the School's vision and ethos.

To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account



Windlehurst School

Job Title: School Administrator
Children and Young People's Directorate

Directorate:

Attributes	Essential	Desirable	How identified
Relevant Experience	<ul style="list-style-type: none"> To have excellent ICT skills To have extensive experience in an office environment Dealing with the public face to face and by telephone Working with confidential records Handling money Knowledge & use Management Information Systems 	<ul style="list-style-type: none"> To have worked in an education establishment, To have worked in a setting within which communication with children was essential Knowledge & use of SIMS Pupil and Budget management systems Knowledge of educational software applications & packages 	<ul style="list-style-type: none"> Application form Interview
Education & training	<ul style="list-style-type: none"> GCSE English & Maths (A-C / 4-9) or equivalent ICT / typing qualification, e.g. NVQ, CLAIT, R.S.A. Microsoft Office Packages 	<ul style="list-style-type: none"> Office/Admin based qualification i.e. NVQ 2/4 SIMS Child Protection Google Suite or Microsoft 365 	<ul style="list-style-type: none"> Application form Interview
Special knowledge & skills	<ul style="list-style-type: none"> To have a commitment to the protection & safeguarding of children & young people To be able to work as a member of a team & on your own To remain calm under pressure & work to deadlines The ability to prioritise To pay meticulous attention to detail To be innovative & proactive 	<ul style="list-style-type: none"> To have the ability to relate to children presenting challenging behaviour 	<ul style="list-style-type: none"> Application form Interview

Additional factors	<ul style="list-style-type: none"> • Respects colleagues' & all stakeholders' attitudes, beliefs & traditions • Is prepared to raise any concerns regarding discrimination against other people on the grounds of their age, sexuality, religion or belief, race gender or disabilities • To meet Stockport Council's standard of attendance 		<ul style="list-style-type: none"> • Application form • Interview
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Competencies

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> • Communicate effectively face to face, by telephone or written word with a diverse range of people • Make effective use of technology in communications
Being stakeholder focussed	<ul style="list-style-type: none"> • Develops and maintains positive working relationships with stakeholders • Contributes to the continual improvement of the school
Effective Team Working	<ul style="list-style-type: none"> • Develops and maintains positive working relationships with other team members • Develops positive working relationships with other teams both within and outside the organisation (e.g "colleagues" in the voluntary sector or health service) • Contributes to the achievement of team goals within the school
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> • Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> • Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> • Can operate all technology necessary for the job role • Willingness to adapt to new technologies and communication methods

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting