

JOB DESCRIPTION

JOB TITLE	SCHOOL ADMINISTRATOR
GRADE/BAND	BAND G (Scale Point 19 – 23)
REPORTING TO	HEADTEACHER/HEAD OF SCHOOL

Main Purpose of the Role

- ✓ To provide a first point of contact for school leaders in delivering and co-ordinating activities that support teaching and learning activities
- ✓ To oversee the reception, administration, and reprographics service within the school, ensuring that all functions provide effective and efficient support
- ✓ To provide and undertake administrative and organisational processes within the school
- ✓ To ensure that school data and records are up to date, regularly checked and held securely in accordance with Trust Information Policies.

Key Responsibilities and Accountabilities

- ✓ Be responsible for supervising and training the reception/administration office as appropriate to provide professional, efficient and effective reception and administrative support to the school.
- ✓ Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, and referring more serious matters to appropriate member of staff;
- ✓ Maintain efficient office systems to ensure that messages, mail and information are procured/communicated efficiently and effectively.
- ✓ To ensure accurate pupil/employee data is maintained on the Trust Management Information System (Arbor) and that information for outside agencies and/or senior leaders is provided by the required deadlines;
- ✓ Provide photocopying, filing and document distribution support as required.
- ✓ Take responsibility for accurate maintenance of the Single Central Record (SCR), retaining all supporting documentation in accordance with Trust procedures
- ✓ To lead the administration of the recruitment and new starter processes
- ✓ To liaise with the Trust appointed HR professional on people issues, including job descriptions, recruitment materials and the arrangements for interviews.
- ✓ To co-ordinate the induction processes for new starters. This includes ensuring that new starters receive all the relevant information relating to safeguarding, health and safety, financial procedures and school processes.
- ✓ To support senior leaders in the co-ordination of people management processes. This includes:
 - Promptly and Accurately recording and reporting sickness absence data on the Trust Management Information System(s)

- Providing information to ensure that Return to Work Meetings are undertaken and records are maintained
- Arranging and supporting sickness absence meetings
- Arranging and supporting formal management meetings, including note taking and record keeping;
- Co-ordinating performance management/appraisal processes and support the collation and reporting of outcomes
- ✓ To collate and promptly submit information for the accurate processing of payroll by the Trust Appointed Payroll provider retaining records in accordance with Trust Procedures
- ✓ To manage and maintain accurate parental payments on the Trust Management Information System (Arbor) ensuring that communication to parents is available and up to date at all times;
- ✓ To undertake day to day financial administrative duties, including the but not restricted to the prompt recording of transactions relating to goods and supplies on the Trust Financial Information System as required in accordance with the Trust Financial Regulations and Scheme of Financial Delegation;
- ✓ To support debt recovery processes
- ✓ To advise the Chief Finance Officer if fraudulent activities are suspected or uncovered
- ✓ To support the prompt and accurate recording of Accidents Incidents and Near Misses
- ✓ To support the management of first aid arrangements in the school
- ✓ To support the recording and risk assessment processes for educational visits
- ✓ To liaise with the Caretaker, Hub Facilities Officer and the Trust Buildings Surveyor on facilities related issues
- ✓ To maintain an inventory of school assets in accordance with the Financial Regulations and Scheme of Financial Delegation
- ✓ To maintain the Information Asset Register for the school ensuring that it is updated for any changes to information assets held by the school
- ✓ To ensure that information records are maintained and disposed of in accordance with the Trust Records Management Policy and Retention Schedules
- ✓ To liaise with the Trust ICT Infrastructure and Innovation Lead in matters of Subject Access Request, Freedom of Information Request, or Data Breach.

General

- ✓ Attendance at staff meetings and Trust training activities where relevant.
- ✓ Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- ✓ Read, uphold and promote the safety and well-being of pupils as set out in the Trust and School safeguarding procedures.
- ✓ Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- ✓ Be aware of and support difference and ensure equal opportunities for all.
- ✓ Contribute to the overall vision and values of the Trust;
- ✓ Appreciate and support the role of other professionals

- ✓ Work effectively as part of team;
- ✓ Attend relevant meetings, as required
- ✓ Participate in training and other learning activities and performance development as required
- ✓ Treat all users of the school with courtesy and consideration

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

2. Qualifications and Training	Essential/ Desirable	Shortlisting
A. At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C or higher.	E	✓
B. NVQ Level 3 OR equivalent experience or equivalent qualification, or willingness to train to achieve these, in relevant subjects.	E	✓
1. Knowledge and Experience	Essential/ Desirable	Shortlisting
A. Working in an administrative role, including dealing with customers and using a range of office equipment	E	✓
B. Setting up and maintaining filing and storage systems	E	✓
C. Arranging events e.g. meetings, and producing agendas and taking minutes	D	✓
D. Analysing and recording statistical data	E	✓
E. Appreciation of auditable financial procedures e.g. procurement/budget monitoring	E	✓
F. Experience of providing basic instruction or training to other employees on office systems	E	✓
G. Creating and implementing new working methods and systems	E	✓
H. Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail	E	✓
I. Working in an environment where literacy and numeracy skills have been demonstrated	E	✓
3. Skills and Abilities	Essential/ Desirable	Shortlisting

A. Good literacy and numeracy skills	E	
B. Communicates effectively on a 1:1 basis about everyday issues	E	
C. Deals confidently with different points of view in conversations	E	
D. Contributes clearly and effectively to discussion with others	E	
E. Persuades others to own point of view on routine issues	E	
F. Produces detailed written information to communicate information, ideas, and opinions	E	
G. Uses initiative and decides the order in which own daily tasks are to be carried out	E	
H. Deals with everyday issues in own job	E	
I. Gathers enough relevant information to understand specific problems, issues, and events	E	
J. Uses factual information to identify problems and draw logical conclusions	E	
K. Makes own judgement about situations and plans ahead	E	
4. Beliefs, attitudes and personal attributes	Essential/ Desirable	Shortlisting
A: A shared commitment to culture and work ethic to match that of the Trust in improving education and life chances of the communities we serve.	E	
B: Committed and passionate about the provision of outstanding education.	E	✓
C: Belief and commitment to equality of opportunity for all	E	
D: Optimism and resilience in the face of challenges	E	✓

E: Self-aware and able to learn	E	✓
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5. Additional Factors	Essential/ Desirable	Shortlisting
A: Ability to travel within a reasonable timeframe	E	
B: No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E	
C: Good attendance record in current/previous employment (not including absences resulting from disability)	E	
D: A commitment to safeguarding and promoting the welfare of children and young people.	E	
E: A willingness to share information and expertise.	E	
F: A commitment to ongoing staff development and the development of others.	E	