



Ralph Allen School Role Description

Role title	Operations Administrator
Grade	5
Line managed by	BUSINESS MANAGER AND FINANCE MANAGER
Date	May 2023
1. Role purpose	<p>Job Purpose</p> <p>Under the direction of the Finance Manager, to assist in the provision of a comprehensive administrative support service to the school, by undertaking a range of administrative and clerical functions.</p> <p>You will carry out all the administration for school visits in close liaison with the Education Visits Coordinator and Finance Manager. You will also carry out the administration for Health and safety and compliance under the direction of the School Business Manager and Premises Manager.</p>
2. Principal accountabilities	<p>MAIN DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none">1 To provide administrative support to the Educational Visits Co-ordinator and Finance Manager delivering organisational activities such as school trips and events.2 Administering the day-to-day function of trips and visits and ensuring that policies and Health & Safety standards are adhered to.3 Liaising with trip leaders regarding school visit procedures.4 Organising the collection of student data and parental consent for trips through Microsoft Forms and liaising with trip leaders.5 Under the direction of the Finance Manager using the school cashless system to collect money for trips, bus tickets and school products. Liaising with teachers and corresponding with parents.6 Organising and monitoring minibus training, bookings, maintenance and compliance.7 To assist the Finance Manager in the administration of the Lettings. Corresponding with customers and members of the premises team.8 To respond to queries from staff and suppliers, resolving problems and using discretion in referring issues to the Finance Manager or School Business Manager.9 Administering and updating records held on Iam Compliant regarding Health and Safety and Premises.10 Contact with suppliers and school contractors to arrange maintenance when due.

	<p>11 To undertake any administrative and general office duties, including filing, photocopying, maintenance of both paper and electronic filing and record systems and other administrative support to assist in the efficient operation of the school.</p> <p>12 To generally assist the Business Manager and Finance, Premises and Office Manager or other responsible officer in the administrative arrangements of school events and the provision of efficient support services to the Principal, Governors and Teaching Staff of the school.</p> <p>13 To undertake other appropriate duties at the request of the Headteacher, Governors, teaching staff or support staff management of the school.</p> <p>14 As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.</p> <p>15 All Ralph Allen School associate staff are expected to train as first aiders and to take part in school duties and general school life.</p> <p>16 Self-evaluation of all the above will be carried out as a continual process.</p> <p>17 This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.</p>
3. Person specification	<p>Personal Qualities, Knowledge and skills</p> <p>Essential Good communication and interpersonal skills with an ability to work in a proactive way. A problem solver with initiative. Excellent ICT skills including Word, Excel, databases, spreadsheets. Good general level of education including 5 GCSEs, including those in English Language and Mathematics.</p> <p>Desirable Previous experience of working on Health and Safety and compliance administration Experience of using SIMS.net or equivalent system. Experience of Corero or a similar system Previous experience of working in a school Word processing to at least RSA I or CLAIT or IBT spreadsheet/ database qualification.</p> <p>Personal qualities Accuracy and attention to detail Excellent communication and ICT skills, including databases and spreadsheets, as well as being numerate. Good organisational skills; efficiency willingness and ability to work flexibly within the support staff team Self-motivation and honesty Good health and timekeeping An ability to relate to and get on well with young people</p>
4. Dimensions (in quantitative terms, the key areas on which	<p>Work closely with Business Manager, Finance and Facilities Manager and all other members of the school staff Students of the school, parents/carers Trust central team</p>

the job has an impact)	Contractors Bus companies Hirers of the school facilities
5. Organisation chart	<pre> graph TD HT[Headteacher] --> SBM[School Business Manager] SBM --> FM[Finance Manager] FM --> PLO[Purchase Ledger and Premises Officer] FM --> FA[Finance Assistant] FM --> EmptyBox[] </pre>
6. Physical Effort	N/a
7. Working Environment	Working in a busy office in a large secondary school and using ICT equipment.
8. Additional information	<ul style="list-style-type: none"> • This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out. • The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion. • The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies. • The postholder will be expected to undertake any appropriate training provided by the authority and/or school to assist them in carrying out any of the above duties. • The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to • This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement. <p>37 hours a week, Term time only + 10 days (plus all INSET days)</p>