

Job Title:	School Administrator (Level 3)	
Grade:	Scale - 6	
Responsible to:	Headteacher	
Responsible for	School Office	
Hours:	From: 8.30am	To: 4pm

Purpose of Job

To work under the guidance of senior staff to be responsible for undertaking administrative, financial, and organisational processes within the school.

1. Organisation

- Deal with complex reception/ visitors etc. events, etc.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events, etc.
- Train and develop administrative staff as appropriate.

2. Administration

- Manage manual and computerised records /information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing, word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DCSF
- Undertake the administration of Payroll systems

3. Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake a range of financial administration procedures
- Assist with the monitoring and evaluation of budgets
- Administer expenditure within an agreed budget

4. RESPONSIBILITIES

- Comply with and support the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line-managers which seeks to acknowledge success, resolve problems and identify training/development needs.

Person Specification

Experience	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems
Qualifications	<ul style="list-style-type: none"> • NVQ3 or equivalent qualification or experience in relevant discipline • Very good numeracy/literacy skills
Knowledge & Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Very good ICT skills • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate • Ability to reflect on your own professional practice