



SEAX Multi-Academy Trust

Employee's Name

Employee's Signature Date

School Administrator & Clerical Support Scale 4

Job Description & Person Specification

Job Title:	School Administrator & Clerical Support
Grade:	Scale 4 (Points 8-9)
Based at:	Kingswode Hoe School
Reports to:	Office Manager, Headteacher
Responsible for:	N/A
Liaison with:	Headteacher, school staff, pupils, parents/carers, outside agencies, visitors, SEAX Trust staff, Academy Committee members
Job Purpose:	Undertake pupil-related and other administrative work, including some curriculum and finance, to ensure an efficient and effective administrative service for the school
Principal Accountabilities:	- To undertake pupil welfare and general administration duties, as required, ensuring prioritisation of key tasks - To assist in providing a professional, efficient and effective administration support service to the school - To cover Visitor Reception and Pupil Support desk as needed, welcoming visitors, families and pupils

Job Description: School Administrator & Clerical Support



Welfare

- Administer first aid and support pupils with medication in accordance with school policy and Individual Healthcare Plans
- Liaise with parents regarding pupils' sickness/injury, and update SafeSmart log accurately
- Assist with visits from healthcare professionals
- Assist with the general welfare of pupils, assisting with support and supervision during activities such as Breakfast Club, according to needs of the school

Reception

- Be a primary point of contact for both telephone and face-to-face enquiries and take and pass on messages where appropriate
- Assist with the gate intercom system, prioritising school security
- Assist with late arrival of pupils and distribution of lost property
- Ensure school security arrangements are always complied with, including signing in visitors, the issue of visitors' badges, following the Visitor Policy at all times
- Accept and sign for deliveries as appropriate
- Support with hospitality for visitors to the school
- Supervise pupils for specified periods including break-times when the post-holder should facilitate games and activities and/or provide additional lunch time supervision

Clerical

- Assist the Office Manager with aspects relating to the EHCP Annual review process, School Reports and wider pupil assessment and data, as required
- Assist with the production of the school newsletter, certificates and other curriculum administration using creative software eg Canva, PowerPoint etc.
- Assist with the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps and maintaining the Post Office Drop and Go account
- Assist with the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- Assist with the monitoring and maintenance of stock and order supplies as necessary
- Assist with the administration of school visits in liaison with teaching staff
- Assist with the process of Vocational Profiling and the compilation of associated paperwork
- Scan, copy and input relevant paperwork and data as required by Finance, HR and Office Manager
- Assist the Office Manager in the fair distribution of work by providing support with various clerical tasks, including events and pupil data, as required

Finance & HR

- Ordering, processing and payment for goods and services provided to the Academy
- To assist in maintaining the Academy Sales Ledger, ensuring production of invoices and debtor collection
- To assist in maintaining the Academy Purchase Ledger, including production of bacs files and uploading to the bank portal
- To assist in maintaining the Charge Card Ledger, ensuring timely input of all charge card transactions
- To assist in maintaining the Staff expenses Ledger, ensuring timely input of all staff expenses

- Administer and maintain payment items on Arbor, including tuck tokens and school shop items, and respond to routine queries
- Provide administrative coordination for school trips and visits, in liaison with the trip lead/EVC, including setting up parent payments on Arbor and responding to associated queries
- Ensure that all financial administration undertaken as part of the role is carried out in accordance with Trust and school financial regulations, procedures and delegated authorities
- Assist the school's HR lead with maintaining and updating regular visitors on the Live Visitor List

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: School Administrator & First Aid Support Scale 4

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of administrative work in a busy environment	✓	
	Educated to NQF Level 2 or equivalent	✓	
	Relevant business, financial and/or HR qualification		✓
Knowledge of relevant Procedures	Working knowledge of general school policies and procedures		✓
	Understanding of School environment	✓	
Literacy	Accurate reading, writing and spelling skills	✓	
Numeracy	Accurate numeracy skills and an ability to undertake basic calculations	✓	
Technology	Ability to use photocopier	✓	
	Ability to use word processor, databases and other IT applications	✓	
First Aid	Hold, or be willing to undertake, an appropriate first-aid qualification and any training required to support pupils' individual healthcare needs.	✓	
Communication and empathy	Ability to adapt communication appropriately when interacting with pupils and parents/carers with SEND	✓	
IT	Competent use of Microsoft 365, particularly Outlook, Word and Excel, and confident use of databases/MIS; ability to learn Arbor, finance systems and other school systems.	✓	
Accuracy	Ability to maintain accurate pupil, financial and confidential records and undertake accurate data entry.	✓	
Finance	Experience of routine financial administration or willingness/ability to learn financial systems	✓	
Communication			
Written	Ability to complete forms	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Languages	Ability to overcome communication barriers with children and adults	✓	
Negotiating	Ability to negotiate effectively to achieve best outcomes	✓	
	Ability to manage difficult or controversial exchanges	✓	

Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Understanding of the general aspects of child development	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information Understanding and implementation of confidentiality	✓ ✓ ✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	n/a		
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Initiative and problem solving: Work within established procedures, uses initiative to resolve routine issues, and know when to escalate matters to a senior colleague.	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	

Confidentiality/Data Protection	Understand and comply fully with procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	