

Job Description

School	Crossley Street Primary School
Service Area	School Office
Job Title	Administrator
Grade	B1
Conditions Of service	NJC
Responsible To	School Business Manager
Responsible For	N/a

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: In liaison with the School Business Manager, to be responsible for ensuring delivery of a high quality and efficient administration service within the school.

Responsibilities

To assist in providing a range of administrative support for internal and external customers. Dealing with correspondence, records and enquiries relating to the service

Act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner. Ensuring all visitors are signed-in and aware of evacuation procedures.

To work with colleagues to provide organised and effective customer focused services providing an excellent service to customers, colleagues, and visitors.

To prioritise work to meet conflicting deadlines

To use time efficiently and to ensure the smooth running of the school office, under the supervision of the school business manager, maintaining up to date records both computer-based and manual filing systems

To use IT applications and databases effectively to deliver administrative tasks. To input and retrieve data using computerised systems e.g. word, excel, databases, spreadsheets, Internet, SIMs, SAP and SAM.

To assist the school business manager with the recruitment / induction and training of new staff including liaising with external parties to ensure clearance checks are received.

Assist in keeping the single central record up to date as required.

Preparing routine correspondence, standard forms, certificates, information packs, handbooks, policies, prospectus, etc.

To provide general administrative support, including photocopying, other reprographics, completing standard forms, responding to routine correspondence

To assist in updating information and importing/exporting data to/ from the website

Assist with the arrangements for staff supply cover, events, trips and trainings etc.

To assist with collating and preparing information from a variety of sources including basic reports and returns e.g annual census etc

Under the guidance of the School Business Manager, undertake basic financial administration, e.g. processing orders and setting up payments

To assist in maintaining records for all staff under the guidance of School Business Manager e.g staff sickness records

To assist with maintaining the whole school data protection and records systems to ensure confidential data is retained in line with legal requirements

Maintain stock and supplies, distributing as required

Attend and participate in relevant meetings and trainings as required

Be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Contribute to the overall ethos/work/aims of the school

The duties outlined are not meant to be an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people

Able to input/ retrieve information from databases

Able to process documentation using Word

Able to accurately enter/retrieve data information from information systems

Able to work flexibly as part of a team & show initiative

Able to prioritise work to meet conflicting deadlines

Able to demonstrate good numeracy & literacy skills

An ability to respect sensitive and confidential work.

To display a responsible and cooperative attitude to working towards the achievement of the schools aims and objectives

Knowledge Required

Of general office procedures and practice

Of relevant financial regulations to carry out financial transactions

Experience Required

Of dealing with queries from a wide range of people

Of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of participating in teams

In the use of the Microsoft package

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

DESIRABLE REQUIREMENTS: It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

N/A

Knowledge Required

N/A

Experience Required

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name: Lisa Viner Designation: School Business Manager

Date: April 2024

Confirmation of Job Evaluation Undertaken

Lawrence Randles

Unite Equalities Officer

15/04/2024

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