

Overview of School Administrative roles

The job descriptions in this section are for administrative roles (with some finance duties) covering Grade AB to H. The more specialist finance only type roles are within a separate document. The job titles can be changed as the school wishes. The job descriptions provided should be used as templates which you can amend to describe the specific role operating within your school. You may wish to add or remove duties as appropriate. However please note that if the duties added or removed are significant then the band given may not be appropriate and should be checked with the schools HR Advisory team (NYES.HR@Northyorks.gov.uk)

The table below provides a brief indication of the sorts of responsibilities required for each band as a bare minimum, further examples are included in the job descriptions.

Grade	Description
CD	◆ Exchanging information with a range of audiences, for example: suppliers, teaching or non-teaching staff, parents, Governors, visitors and pupils & their families. The information may be relevant to specific duties of the post holder, e.g. regarding attendance or may be more general information, e.g. writing letters to parents regarding school trips/events. ◆ Takes minutes of internal meetings occasionally ◆ Uses advisory and negotiation skills on a regular basis, e.g. obtaining quotes and negotiating with suppliers for the best price on office supplies & advising staff on administrative procedures ◆ Uses some analytical and judgemental skills when interpreting information, e.g. directing parents with problems/queries to the appropriate person and organising the headteacher's diary to ensure appointments do not clash. ◆ Assist in the induction of new employees ◆ Some financial administration duties e.g. regular handling of cash, or processing of invoices and cheques and/or monitoring of budgets ◆ Assists in preparing reports ◆ Deals with the administration of school lettings

D	The job will involve all those duties listed for Grade CD as well as the following: ◆ Having more accountability for decision making as well as dealing with unexpected problems within the school office, which may involve some level of work related pressure. ◆ The requirement to develop plans/timetables/solutions in response to issues that arise, e.g. arranging supply cover, managing lettings ◆ Possible responsibility for demonstrating own duties and allocating work to a team member, but not supervisory or line management responsibility ◆ Interpreting information and if appropriate referring on to a more senior member of staff for a solution, e.g. putting together the wording and salary information for a job advert, chasing information from management and gathering information for required deadlines. ◆ Reconciliation of bank statements/preparing month end returns/monitoring budget or equivalent levels financial duties
E	The job will involve all those duties listed for a Grade CD post as well as the following: ◆ More in- depth knowledge of financial and administrative procedures/systems. ◆ Use of analytical skills e.g. analyse and interpret data for reports ◆ Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries. ◆ Manage the day to day activities of the office and staff including the induction, advising, training, allocation and checking of work to other administration staff ◆ Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. ◆ Contribute to budget setting and be responsible for monitoring budgets/ sums of money under £20,000-200,000 ◆ Produce documents for the school e.g. newsletters, brochures ◆ Responsible for confidential information e.g. pupil and staff records

Post title:	Administrator
Grade:	E
Responsible to:	Admin Officer / Headteacher/ Business Manager
Staff managed:	Admin Assistant
Directorate:	Children and Young People's Service
School name:	
Job family:	C&A - Customer & Administration
Date of issue:	August 2023

Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks the need to be undertaken
- Enhanced DBS clearance required

Job Purpose:	To provide an effective administrative support service to the Headteacher and the School. The post holder will have some responsibility for the supervision of employees and/or for considerable expenditures.
Operational Issues:	• Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries. • Analyse and evaluate data and information and produce reports • Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc. • Deal with maintenance requests and oversee contractors where appropriate. • Be responsible for confidential information e.g. policies, staff, pupils and parents records. • Produce documents for the school e.g. Newsletters, brochures. • Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology. • Take minutes at meetings as required • Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central offices of the LA. • Organise school trips, room bookings for meetings and arrange supply cover for teaching absences. • Organise school lettings
Communication:	• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role. • Liaise with parents, staff, pupils and external agencies as required • Ensure the delivery of an efficient reception service

People/Resource Management:	• Contributes to setting and monitoring the school budget • Input income and expenditure information. • Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. • Reconcile ORACLE statement and checking queries. • Process orders and payments for stationary, equipment etc. • Participate in the school's performance management scheme. • Attend staff meetings and training days and management team meetings by agreement with the Headteacher. • Participate in training & other learning activities • Manage the day to day activities of the office and staff including the induction, training and allocation of work to other administration staff
Safeguarding:	• Adhere to data protection legislation • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to. • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information:	• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information as appropriate– in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as appropriate
Equalities:	• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.

Person Specification:	
Essential	Desirable
Knowledge and Experience • Experience in public or private sector finance and administration • Experience of operating administrative systems, including Microsoft office • Knowledge of admin and office systems • Knowledge of health & safety regulations & procedures • Knowledge of school procedures	• Supervisory experience
Occupational Skills • Good ICT skills and the ability to use the keyboard with speed and precision • Good written and verbal communication skills • Budget management skills • Statistical skills • Analytical Skills • Problem solving skills	
Behaviours • link	
Qualifications • Level 2 Qualification to evidence good numeracy & Literacy Skills	• Level 3 qualification in Business / Finance / Administration or equivalent. • Level 2 Word Processing qualification or equivalent. • Appropriate first aid training (dependant on the school's needs – insert as appropriate)
Personal Qualities • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload.	
Other Requirements • To be committed to the school's policy and ethos. • To be committed to continual professional development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required	
Equal Opportunities • To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.	