

<b>Post title:</b>	School Administrator
<b>Grade:</b>	F (£27,254 – £29,064 pro rata)
<b>Responsible to:</b>	Headteacher
<b>Staff managed:</b>	N/A
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	Hambleton & Richmondshire PRS (The Sunbeck Centre)
<b>Job family:</b>	<b>C&amp;A - Customer &amp; Administration</b>
<b>Date of issue:</b>	August 2023

#### Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, budget monitoring and reception service, where excellent organisational skills are essential.
- Enhanced DBS clearance required

#### Job Purpose:

**To provide an effective administrative service to the Headteacher and the School. The post holder will have some or a significant amount of responsibility for the supervision of employees and/or large sums of money or for considerable expenditures.**

#### Operational Issues:

- Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
- 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 the administrative support of Health and Safety under guidance from the Headteacher.
- Be responsible for confidential information e.g. policies, staff, pupils and parents records.
- Produce documents for the school e.g. Newsletters, brochures.
- Minute taking at meetings as required
- Assist or supervise the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology.
- Be responsible for matters relating to the pay and conditions of all staff, in liaison with central offices of the LA and under the guidance of the school bursar and Headteacher.
- Manage the day to day activities of the office and staff including the induction, training and performance management of staff.

	<ul style="list-style-type: none"> <li>Keep up to date with new initiatives and provide guidance to other staff as appropriate.</li> <li>Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.</li> <li>Analyse data and produce reports for the Management Committee.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>Communicate effectively with other staff, Visitors, Management Committee members, contractors, pupils and their families/carers.</li> <li>Ensure the smooth running of an efficient reception service, greeting visitors, advising parents and taking messages for other members of staff.</li> </ul>
<b>People/Resource Management:</b>	<ul style="list-style-type: none"> <li>Monitors the school budget &amp; contributes to setting the budget as appropriate</li> <li>Input income and expenditure information.</li> <li>Reconcile ORACLE statement and checking queries.</li> <li>Process orders and payments for stationary, equipment etc.</li> <li>Attend staff meetings and training days and management team meetings by agreement with the Headteacher</li> <li>Participate in the school's performance management scheme.</li> <li>Participate in training and other learning activities and performance development as required.</li> <li>Manage the day to day finances of the school.</li> <li>Be responsible for the Induction, training, allocation and checking of work.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>Adhere to data protection legislation</li> <li>Understand that different confidentiality procedures may apply in different contexts.</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>Have an awareness and basic knowledge where appropriate of the most recent legislation</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>Maintain and update accurate computerised and manual records in line with Records Management policy.</li> </ul>
<b>Equalities:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own and team members understanding of equality issues.</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Significant experience in public or private sector administration and finance</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory experience</li> <li>Experience within a school office or academic setting</li> </ul>

<ul style="list-style-type: none"> <li>• Experience of operating administrative systems, including Microsoft Office</li> <li>• In depth knowledge of admin and office systems</li> <li>• Knowledge of health &amp; safety regulations</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of Data Protection processes and effective records management</li> </ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• High level of literacy and numeracy skills.</li> <li>• Excellent written and verbal communication skills</li> <li>• Budget management skills</li> <li>• Analytical and statistical skills</li> <li>• Problem solving skills</li> <li>• Ability to use the keyboard with speed and precision</li> <li>• Report writing skills</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>• Please follow this <a href="http://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives">link</a> or visit <a href="http://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives">www.northyorks.gov.uk/your-council/our-role-structure-and-objectives</a></li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative &amp; financial processes</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Word Processing qualification or equivalent.</li> <li>• Appropriate first aid training e.g. emergency first aid, paediatric first aid</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Professional and personal resilience</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• Ability to work to deadlines and prioritise own workload, as well as work of others</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to continual professional development.</li> <li>• Motivation to work with children and young people with vulnerabilities.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.