

**Barrowcliff School**

**Ash Grove, Scarborough, YO12 6NJ**

**‘Learning Together, Growing Together’**

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##### JOB DESCRIPTION

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| POST: School Administrator |  |
| GRADE: Grade C (scp 2-4)  |  |
| RESPONSIBLE TO: Senior Administrator/School Business Manager/Headteacher  |  |
| STAFF MANAGED: None |  |
| JOB PURPOSE: | To provide an administrative support service to the school under the direction or instruction of the Senior Administrator/School Business Manager/Headteacher. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.  |
| JOB CONTEXT: | Works within the busy environment of the school office providing an administrative, reprographics and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Issues | * Provision of administrative, clerical and secretarial duties as required by the Senior Administrator/Business Manager/Headteacher.
* Administration of the ParentPay online dinner money system.
* Responsibility for daily dinner numbers being provided to the school kitchen.
* Providing a weekly breakdown of debts and actions taken to recover the outstanding monies to the Senior Administrator/Business Manager.
* Receiving and accurate processing of dinner money income, including processing and banking of cash/cheques/online payments and issue of receipts where applicable.
* Ensuring all visitors to school are appropriately screened and signed in/out accurately.
* Responsibility for First Aid and medical supplies, checking, ordering and replenishing stock, ensuring appropriate plans are up to date and forms are completed and signed by parents.
* Diary management.
* Assist teaching and non-teaching staff with administration queries.
* Assist in preparation of letters/reports as required.
* Liaise with school premises staff and obtain support for any issues raised.
* Assist with arrangements for school lettings as required.
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| Communications  | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.
* Attend staff meetings and training days by agreement with the Headteacher.
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| People/Resource management  | * Participate in the schools performance management scheme.
* Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices.
* Assist in the induction of new employees as required.
* Monitor stock levels, order office materials, equipment and services and check incoming orders as directed by the Senior Administrator/Business Manager.
* Highlight additional training and supervision needs to build on your skills and knowledge.
* Participate in training and other learning activities and performance development as required.
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| Safeguarding  | * Know about data protection issues in the context of your role.
* 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 concerns to.
* Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
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| Systems and Information  | * Maintain computerised and manual pupil/staff records.
* 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 appropriately – in writing, by telephone, electronically and in person.
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| Data Protection | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
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| Health and Safety | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
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| 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 understanding of equality issues.
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| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.* The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
* Understand your own role and its limits, and the importance of providing care or support.
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| Date of Issue: | May 2022 |

**PERSON SPECIFICATION**

**JOB TITLE: School Administrator (Grade C)**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** Knowledge of administration and office systems
 | * Knowledge of Child Protection and Health & Safety legislations and procedures
* Knowledge of behaviour management techniques
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| **Experience*** Clerical or administrative experience
* Cash handling experience
* Experience of working with Microsoft Office
* Experience of working in a customer-facing role
 | * Experience of working with ParentPay or a similar online cash collection/balancing system
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| **Occupational Skills** * Computer literate
* Good interpersonal and communication skills
* Good numeracy and literacy skills
* Judgemental skills
* Ability to work to deadlines
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| **Qualifications** * Minimum Level 2 or equivalent Literacy & Numeracy qualifications
 | * Appropriate first aid training (this will be provided)
* CLAIT Plus, ECDL or Level 2 Word Processing
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| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
* Ability to communicate appropriately at all levels with stakeholders (e.g. children, parents, visitors, governors)
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| **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
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