

SENIOR ADMINISTRATOR JOB DESCRIPTION

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BASSINGHAM PRIMARY SCHOOL		
JOB DESCRIPTION		
JOB TITLE: SENIOR ADMINISTRATOR		JEM Number 01-105
REPORTS TO: Headteacher (or Trust's Chief Financial Officer)		
1.	PURPOSE OF JOB: To provide a fully comprehensive administrative support service to the Headteacher and school to ensure a safe and positive climate for learning for pupils, staff and visitors.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i	To provide comprehensive administrative support to the Headteacher and school office, including routine tasks such as taking/receiving calls, filing, word processing, reprographics work; and supporting in marketing the school – through press releases, newsletters and use of social media platforms
	ii	To work with the Central HR team to provide administrative support in the interview, appointment and induction processes for new staff (including safeguarding/reference checks, maintenance of personnel files and updates to the Single Central Record). To arrange cover for staff absence; provide first line support for return to work interviews, discipline and grievance issues; and liaise with the Central HR team regarding payroll matters and the resignation of staff.
	iii	To have overall responsibility for the pupil and staff database records, including recording pupil attendance; ensuring school data is accurate for census and other statutory returns; and that record keeping is secure and GDPR compliant.
	iv	To assist the Headteacher & CFO in monitoring all school budgets and accounts throughout the year. To work with Central Finance Team to ensure income\expenditure is correctly recorded and that timely information is provided to the Headteacher & CFO with regard to any projected budget variances. To engage with internal and external audit, as necessary.
	v	To assist the Headteacher in sourcing appropriate management advice and information in HR, Finance, Legal & Compliance matters, including updates to school policies and administration of staff training records.
	vi	To take an active role in Health & Safety in school. This includes attending to First Aid matters, serving as a Fire Warden and supporting the Headteacher in Health & Safety management – through overseeing statutory compliance checks; maintaining and updating H&S/Fire documentation; and engaging with the Trust's

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	<p>independent external H&S consultants.</p> <p>vii To assist the Headteacher & CFO with monitoring the quality and effectiveness of contractors of goods and services provided. e.g. buildings, grounds, premises, energy, catering supplies.</p> <p>viii To administer the school fund and ensure that trips are properly costed/funded, staffed and risk assessed – provide administrative support to the Educational Visits Coordinator.</p> <p>ix To be responsible for the whole school lettings programme – including security of the premises, insurance/indemnity checks and prompt sales invoice generation/reconciliation. This includes regular liaison with the Pre-School under the sub lease arrangements it has with the school.</p> <p>x To keep inventories of equipment and work with the Headteacher & CFO to create/update a premises development plan which includes routine maintenance, statutory inspections/compliance checks and long term development projects (including replacement of equipment, furniture and fittings).</p> <p><u>NOTE:</u> THE POSTHOLDER MAY ALSO BE REQUIRED TO CARRY OUT TASKS CONTAINED IN THE ADMINISTRATION ASSISTANT JOB DESCRIPTION</p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>No specific line management responsibility, although shares team responsibility for supporting colleagues and pupils in daily school life.</p> <p>SUPERVISION OF PEOPLE</p> <p>Responsible for overseeing work of Administration Assistant.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Work is carried out within a broad range of procedures and policies. Innovation may be used for example in identifying more effective ways in providing management information.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Regular contact with Headteacher and Governors in respect of Management Information (eg Finance, HR, Legal).</p> <p>Regular contact with Trust Central SBM team</p> <p>Contact with staff, parents and pupils on day to day issues</p> <p>Some contact with external bodies and members of the public.</p>

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6.	DECISIONS
	<p>a) Discretion – Decisions are made in line with established protocols and in consultation with the Headteacher and or CFO/Trust personnel.</p>
	<p>b) Consequences – Impact on school staff or pupils, which is likely to be quickly identified and remedied.</p>
7.	RESOURCES
	<p>Office equipment, for example personal computer May be required to handle cash</p>
8.	WORK ENVIRONMENT
	<p>a) Work Demands – The post is subject to interruptions; tasks are interchangeable with no significant impact on the overall programme of work.</p>
	<p>b) Physical Demands – The postholder may spend prolonged periods of time working on a computer.</p>
	<p>c) Working Conditions – General office environment. Well lit and well-ventilated conditions.</p>
	<p>d) Work Context – Some contact with the parent\carers and children on non-contentious matters. The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.</p>
9.	KNOWLEDGE AND SKILLS
	<p>Minimum 3 years relevant experience in a similar role, computer literate, and key board skills. Budget preparation and monitoring skills Good organisational skills, with ability to prioritise Excellent literacy and communication skills First Aid qualification (or willingness to train to obtain) Some experience of supervision of staff.</p>
10.	GENERAL
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as used by Lincolnshire County Council and adopted by Aspire Schools Trust (AST).</p>	

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Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Aspire Schools Trust Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with Aspire Schools Trust Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]