

JOB DESCRIPTION

- SCHOOL:** Chandlers Ridge
- POST TITLE:** School Administrator
- GRADE:** F (SCP 7 – 8), TTO
- REPORTS TO:** School Office Manager/Headteacher
- MAIN PURPOSE:** Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

TASKS:

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc.

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc, including those to outside agencies e.g. DfE
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person

- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: School Administrator

GRADE: F (SCP 7 – 8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience • First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> • General clerical, administrative and financial experience 	<ul style="list-style-type: none"> • Experience of reception duties • Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/code of practice & awareness of relevant legislation • Ability to relate well to children and adults • Good communication skills • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training & development needs and be willing to address these • Positive approach to customer care • Good organisational skills • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Appropriate knowledge of First Aid • Ability to complete statistical returns
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Self motivated 	

	<ul style="list-style-type: none">• Flexible• A commitment to working as part of the whole school team and supporting the vision and aims of the school	
--	--	--