

TITLE OF JOB : ADMINISTRATOR
GRADE : H4 - H6 + INNER FRINGE
HOURS: 37 HOURS PER WEEK TERM TIME ONLY

JOB OUTLINE

1 a) REASON JOB EXISTS

To provide clerical, administrative and financial support to the school.

1 b) MAIN AREAS OF RESPONSIBILITY

The jobholder need not fulfil all of the duties listed below, but must be spending at least 50% of his/her time on some or all of the duties in bold script.

- Part time reception duties including response to telephone and personal enquiries.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence.
- Maintain manual and computerised records.
- Undertake typing and word-processing, and take notes of meetings.
- **Carry out financial and administrative tasks, including the administration of school lettings, processing work and equipment order, maintaining and collating pupil records.**
- **Complete and submit statutory and other data to senior management team, governing body, the LEA and external agencies (including governing bodies) as required.**
- **Maintain school cloud systems and produce reports on SIMs.**
- **Maintain Governor correspondence**

1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

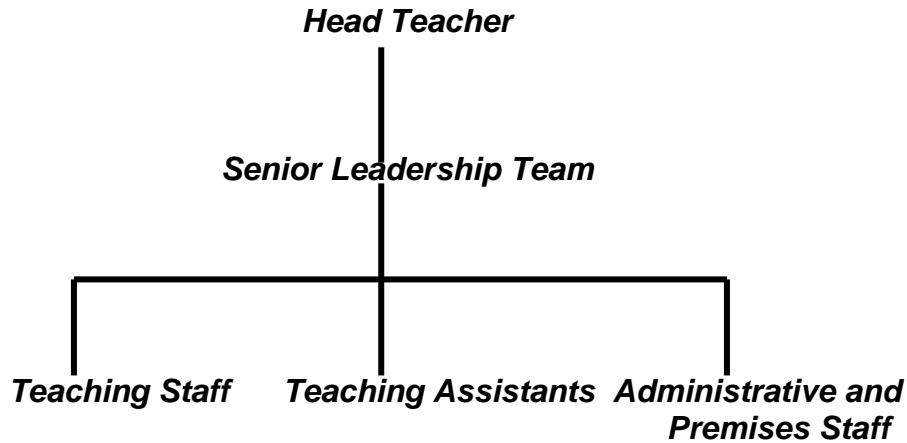
Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

1 e) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**** The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed by a member of the Senior Leadership Team, with whom there is likely to be daily contact.

The jobholder is part of an administrative team.

4. JOB CONTEXT

The school has a team of administrative staff who provide the full range of reception and administrative functions.

5. CONTACTS

All members of staff in the school. Parents and visitors.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use standard MS Office software – Word, Excel, PowerPoint
- Ability to work in a team
- Understanding of the needs of children.
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.

7. PROBLEMS AND DECISIONS

The jobholder must organise the collection and reporting of financial and staffing data for the governing body, the LA and the DfE.

The jobholder exercises discretion in filtering letters and phone calls for the Headteacher and other Senior Leaders, whilst ensuring all enquiries are dealt with expeditiously.