

School:

Grade: Kent Range 4

Responsible to: Head Teacher

Purpose of the Job:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key duties and responsibilities:

1. Provide administrative, and organisational services to the school
2. Liaise with pupils, parents/carers
3. Respond to reception and visitor enquiries
4. Organise arrangements for school visits and events
5. Monitor pupil attendance and run reports
6. Assist with producing marketing and promotion material for the school
7. Analyse and evaluate data and information and run reports using SIMS
8. Undertake word-processing and IT based tasks including operation of relevant equipment
7. Contribute to the planning and development of administrative procedures and systems.

Individuals in this role may also undertake some or all of the following:

1. Undertake personnel administration, such as DBS checks
2. Monitor and manage a limited range of stock
3. Process purchase orders
4. Administration of petty cash
5. Process forms, returns, etc., including those to outside agencies

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Administration

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2 or equivalent
EXPERIENCE	Experience of operation of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Literacy and numeracy skills • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Word package, Excel spreadsheet and database functions • Interpersonal, organisational and administrative skills • Ability to develop and maintain effective computerised and manual filing systems • Ability to organise and prioritise workload to achieve deadlines • Ability to investigate complex queries and anomalies when required • Co-ordination skills when arranging meetings and appointments and arranging client care when required • Ability to process accurate financial records • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Read and understood Keeping Children Safe in Education (KCSIE) • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • Knowledge of a range of IT systems • Knowledge of IT user management; licenses, passwords etc • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety