

School Administrator – Job Description



Post title:	School Administrator – part time
School:	Wateringbury CE Primary School
Salary and grade:	Kent Scheme C (starting £25,252 FTE)
Hours:	19.5 hours per week. 39 weeks per year.
Line manager/s:	Headteacher

Main purpose of the job:

- To provide administrative, clerical, financial and organisational services to the school under the management and guidance of senior staff, taking a proactive role in relation to its day to day functioning.
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Duties and responsibilities

- Provide administrative, and organisational services to the school
- Liaise with pupils, parents/carers
- Liaise with other staff and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
- Organise meetings and take notes
- Develop and maintain manual and computerised records and management information systems.
- Process forms, returns, etc., including those to outside agencies
- First point of contact for sick pupils, liaise with parents / carers/staff
- Contribute to the planning and development of administrative procedures and systems.
- Allocate work to administrative staff at lower levels on a regular basis.
- Demonstration of tasks to more junior colleagues on a regular basis

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

- Organise arrangements for school visits and events
- Monitor pupil attendance and run reports
- Undertake personnel administration, such as DBS and health checks
- Monitor and manage a limited range of stock within an agreed budget
- Assist with producing marketing and promotion material for the school
- Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash
- Assist with the administration of school lettings and other uses of school.
- Process, maintain and monitor financial records relating to expenditure and income and processing invoices

The school administrator will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



Wateringbury CE Primary School School Administrator Person Specification

The following outlines the criteria that will be used by the school when shortlisting and interviewing applicants. Please give careful consideration to how you can use these criteria demonstrate your suitability for the post in your application and at interview.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none"> - NVQ Level 2 or equivalent - GCSE C in English and maths (or equivalent)
EXPERIENCE	<ul style="list-style-type: none"> - Experience of development, management and operation of administrative systems. - Ideally, experience of these systems in school (such as SIMS, Bromcom, etc) - Ideally, experience of overseeing admissions and attendance
SKILLS AND ABILITIES	<ul style="list-style-type: none"> - Literacy, numeracy and keyboard skills - Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions - Supervisory skills - Interpersonal, organisational and administrative skills - Ability to develop and maintain effective computerised and manual filing systems - Ability to communicate effectively and in a courteous manner, in person and over the telephone - Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information - Ability to organise and prioritise workload to achieve deadlines - Ability to investigate complex queries and anomalies when required - Ability to take accurate notes and minutes of meetings - Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned - Co-ordination skills when arranging meetings and appointments and arranging client care when required - Ability to monitor and process accurate financial records - Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> - Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. - Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this protocol - Understanding of data protection and confidentiality - Knowledge of a range of IT systems - 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
PERSONAL QUALITIES	<ul style="list-style-type: none"> - Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils - Ability to work under pressure and prioritise effectively - Commitment to maintaining confidentiality at all times - Commitment to safeguarding and equality - Embraces change well - Initiative / proactive / 'can do' approach - Deals with difficult situations effectively