

Kent County Council

Job Description: School Administrator – Level 1

School: Platt Primary School

Grade: Kent Range 3

Responsible to: Line Manager

Purpose of the Job:

To provide the required administrative support to the school under the direction or instruction of the Senior Leadership team, Teachers or senior administration staff, taking a proactive role in relation to its day to day functioning in accordance with school policies

Key duties and responsibilities:

- Providing the first point of contact for the school, assisting pupils, parents and staff, investigating queries, assessing the nature of telephone calls and face to face enquiries, referring them to the appropriate person without referral to the line manager where possible, receiving and signing in 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 safely, efficiently and consistently.
- Provide administrative support for the day to day administrative function of the school e.g. IT based tasks, photocopying, filing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head Teacher
- Update manual and computerised records/management information systems.
- Respond to the needs of the children, as appropriate, including basic first aid, administering medicines and general care

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

- Open, sort and distribute incoming mail and post outgoing mail
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
- Arrange orderly and secure storage of supplies and/or resources.
- Occasionally handle cash e.g. for school visits, lunch money and keep simple financial records and process invoices for payment, referring any problems to the line manager, to ensure that financial records are accurate.
- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.

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.

For KCC purposes this post has been rated as DMA Level 1

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Person Specification: School Administrator – Level 1

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 2 or equivalent
EXPERIENCE	Some knowledge of administration and office systems
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent and effective communication skills, via telephone or face to face, for dealing with all school staff, senior leadership team, pupils, parents / carers, suppliers, and visitors. • Ability to display professionalism, flexibility, composure, positivity and understanding at all times whilst undertaking the role • Ability to build and maintain personable positive relationship with the staff team • Excellent literacy and numeracy skills • Competent IT skills – ability to use the core Windows applications (Outlook, Word, Excel) and produce a range of accurate documents and/or spreadsheets • Good organisational skills, accuracy, attention to detail and care when undertaking tasks • Ability to maintain effective computerised and manual filing systems • Ability to act on instruction and work to deadlines • Ability to work on own initiative • Confidence and ability to ask questions relating to achieving the task • Ability to take accurate messages and notes of meetings • Ability to retain and use a range of new information • Ability to work confidentially, keeping work-related issues and discussions in the workplace • Willingness to attend training courses which help you in your current role and develop your potential for other roles
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. • Knowledge of a range of IT systems • Knowledge of computerised and manual filing systems • Awareness of equalities and diversity issues – respecting the needs and views of other people • Understanding of health and safety issues within the workplace, once these have been explained