

Kent County Council

Job Description: Administration – Level 3

School: Kingswood Primary School

Grade: Kent Range 5

Responsible to: Line Manager

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 via telephone or email.
3. Liaise with other staff and external agencies
4. Analyse and evaluate data and information and run reports
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
6. Organise meetings and take notes
7. Process forms, returns, etc., including those to outside agencies
8. Contribute to the planning and development of administrative procedures and systems.
9. Keep up-to-date with ordering, scheduling and arranging delivery of site imperatives - oil, gas etc.
10. Undertaking the monitoring, organising and arranging of monthly, termly or annual outside site/maintenance visits and inspections.

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

1. Respond to reception and visitor enquiries
2. Organise arrangements for school visits and events
3. Monitor pupil attendance and run reports
4. Undertake personnel administration, such as CRB checks
5. Monitor and manage a limited range of stock within an agreed budget
6. Assist with producing marketing and promotion material for the school
7. Process, maintain and monitor financial records relating to expenditure and income and processing invoices
8. Administration of casual admissions, new entrants and Year R pupils.

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: Administration – Level 3

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 development, management and 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 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 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 policy and protocol ● 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