

Job Description

POST:	School Administrator
RESPONSIBLE TO:	School Business Manager
SALARY:	Grade E SCP 4-6 £19,264 - £20,043 per annum pro rata Actual Salary £13,944.57 - £14,508.46 per annum
LOCATION:	Kingsway Community Primary School
WORKING PATTERN:	Permanent ASAP. Part time - 31 hours per week Term time (39 weeks) Monday - Friday
DISCLOSURE LEVEL:	Enhanced DBS
KEY RELATIONSHIPS:	Working with the School Business Manager and Headteacher to ensure the smooth running of the school.

RESPONSIBLE FOR:

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety)

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

Responsibility for finance: This post has some direct responsibility for and is accountable for handling cash, invoices or equivalent.

MAIN PURPOSE:

- Working under general instruction and guidance, handling a range of administrative processes and tasks that are covered by established procedures, but prioritises own workload.
- Produces documents from drafts or can amend standard formats on a computer.
- Inputs/retrieves information on SIMs and on financial packages, using initiative where necessary. Operates word processing packages, spreadsheets and email.
- Escalates complex problems.
- Role requires some initiative to be exercised.
- Specific training in the job or previous relevant experience plus short induction required.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children.

SPECIFIC RESPONSIBILITIES

Reception

- Ensure reception area is welcoming and tidy
- Receive visitors, deliveries/goods, dealing with associated administration (security badges, signing delivery notes)
- Show visitors around
- Deal with telephone calls and other enquiries, provide general information, take messages and pass on as appropriate.
- Be a first point of contact for pupils requiring help/support and referring them to other appropriate staff in school as necessary.

Office duties

- Handle incoming mail ensuring appropriate distribution
- Handle outgoing mail, posting, maintaining records of postage
- Undertake routine clerical activities/duties, e.g. photocopying, filing, emailing, texting, completing routine forms, ensure supply of and maintain stationary and office supplies
- Undertake word processing, generating documents, text, standard letters, copy typing, using appropriate computer software.
- Assist with the production of the newsletter
- Distribute documents and materials within the school.
- Arrange meetings and keep school diary up to date

Financial

- Receive and record dinner money via online software
- Receive and record other money on behalf of the school (e.g. trips, voluntary contributions) as instructed by Head/SBM
- Create orders and prepare invoices as authorised by the Head/School Business Manager.

Records

- Maintain pupil and staff data, update, retrieve information and collate reports. Complete paperwork for admissions and leavers.
- Produce attendance registers from MIS, record and maintain attendance and reasons for absence, following up as necessary
- Input absence returns for teaching and support staff.
- Undertake other routine procedures, assist in completing all statutory data returns

Other

- Assist with arrangements for visits
- Assist with pupil welfare/first aid, liaising with parents to notify of a sick child.
- Keep the school website up-to-date

This job description may be amended at any time following discussion between the Headteacher and member of staff.

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

- Educated to at least GCSE/GCE O level /CSE grade 1, in literacy and numeracy to be able to create letters and maintain records, handle/record cash and work with databases
- Previous experience (or formal training and experience)
- Can use initiative, within recognised procedures.
- Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems.
- Can respond to varied problems or develop solutions
- Applies ideas/concepts created by others
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of children.

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications		
Experience, Skills and knowledge	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths (A-C) • Willingness to undertake further work-related training including support staff introductory training. • Working with computers, e.g. experience of Word, data input • Working as part of a team • IT literate and able to use various IT packages. • Good telephone manner • Ability to communicate effectively, orally and in writing. • Organisational skills, prioritising 	<ul style="list-style-type: none"> • Working in an office/school environment • Maintenance of filing systems • Experience of carrying out financial transactions e.g. handling money. • Experience of using SIMS
Personal Qualities	<ul style="list-style-type: none"> • Commitment to quality and continuous improvement • Accuracy and attention to detail and good organisational skills • Customer orientated and able to relate well to adults and children • Can work independently or as part of a team, prioritising workload as necessary. 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Willingness to be flexible with working hours to respond to school's needs • Understands school roles and responsibilities and own role within these • Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders) 	

Employee signature:

Date: