



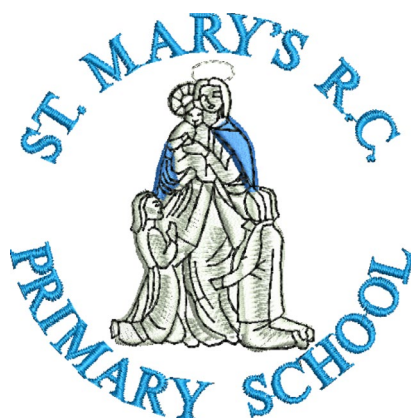
**St Mary's RC Primary**

**JOB DESCRIPTION**

<b>POST: School Administrator</b>	
GRADE: Grade C (scp 2-4)	
RESPONSIBLE TO: School Admin Officer / Headteacher/ Business Manager	
STAFF MANAGED: None	
POST REF:	Admin Assistant
<b>JOB PURPOSE:</b>	To provide an administrative support service to the Headteacher and the school under the direction or instruction of the head-teacher or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
<b>JOB CONTEXT:</b>	<p>Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Provision of administrative, clerical and secretarial duties as required.</li> <li>• Assist in preparation of reports as required</li> <li>• Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.</li> <li>• Take minutes at various meetings as required.</li> <li>• Diary management</li> <li>• Assist teaching and non-teaching staff with administration queries.</li> <li>• Undertake wages and salary administration and distribution which may involve liaison with the SMCCAT offices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make arrangements for school lettings.</li> <li>• Report concerns and obtain support for any issues raised.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>
People/Resource management	<ul style="list-style-type: none"> <li>• Participate in the schools performance management scheme.</li> <li>• Assist senior staff with budget preparation and revision as necessary.</li> <li>• Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher</li> <li>• Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices.</li> <li>• Assist in the induction of new employees</li> <li>• Monitor stock levels, order office materials, equipment and services and check incoming orders</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Maintain computerised and manual pupil/staff records.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the SMCCAT policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• SMCCAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with SMCCAT Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• SMCCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• SMCCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	



## PERSON SPECIFICATION

**JOB TITLE: School Administrator (Grade C)**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Behaviour Management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> <li>• Knowledge of mentoring approaches</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Good interpersonal and communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Judgemental skills</li> <li>• Ability to work to deadlines</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)</li> <li>• CLAIT Plus, ECDL or Level 2 Word</li> </ul>

	Processing
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<b>Behaviours</b>	