

Role Profile

Service:	
Location:	Various – Community Schools within London Borough of Barnet
Job Title:	School Administration – Level Four
Grade:	G
Post No.:	
Reports to:	Headteacher/Deputy Headteacher/School Business Manager/Office Manager

1. Purpose of Job:

To manage the administrative and/or finance function within the school

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Manage the administrative and/or finance function within the school
- Plan, develop, organise and monitor systems and procedures
- Undertake analysis and interpretation of data and produce detailed reports and complex information
- Provide operational day to day support and advice to senior staff, the Governing Body and others, including presenting with options
- Responsible for the completion and submission of forms, returns including those to outside agencies
- Produce and respond to correspondence for self and others
- Operate school information management systems
- Supervise/manage administrative and/or finance staff and organise work in these functions
- Manage and be responsible for monitoring service contracts, school licences and insurance

- Assist with marketing and promotion of the school
- May organise meetings and take notes/minutes, such as Governors meeting, School Leadership Team meetings
- May manage lettings and use of premises for use by outside organisations and local community
- May manage the school's financial processes and monitor budget
- May be responsible for effective operation of payroll system
- May deal with and resolve complaints relating to administrative and/or financial procedures and processes

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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Knowledge, training and experience
<ul style="list-style-type: none"> • Educated to NVQ level 4, HND or foundation degree level and/or equivalent knowledge and experience in specialist area • Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 4 or equivalent knowledge and experience • Significant office experience in a senior administrative role • Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues • Knowledge and understanding of internal and external guidelines and statutory requirements • Deep and broad knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems • Thorough knowledge and understanding of appropriate specialised systems and administrative and/or financial procedures • Supervisory experience • Able to use office equipment, such as photocopiers, printers, fax, laminators • Proficient user of MS Office software and/or in-house software

Skills

Planning, organising and controlling skills

- Work within the school policies and procedures organise, plan, allocate as required and deliver work that is usually completed in the short term
- Manage the administrative and/or finance function for the school for example providing support, advice and guidance on administrative issues to senior staff, governing body and others, developing and maintaining recording and information systems, operating bespoke school information management systems
- Plan for and organise school trips/visits and events
- Contribute to the short term plans of the school
- Supervision/management of others

Communication and influencing skills

- Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community
- Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided
- Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications
- May undertake reception duties including dealing with visitors as required, using courtesy, tact and diplomacy
- Supervise/manage others by using diplomacy, sensitivity and empathy

Initiative and Innovation skills

- Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload
- Innovative skills for developing, planning and managing administrative and /or financial function within the school
- Deal with problems independently and seeking advice from Head Teacher/Deputy Head Teacher/School Business Manager/Office Manager as necessary

Supplementary Information Form

Post Title	School Administration – Level Four
Service Area	
Job Ref Number	For office use
Budget management accountability	<p>Please describe the accountability for managing budgets and their value, if applicable</p> <p>No direct budget responsibility but may monitor the school budgets and may manage the school's financial processes</p>
Staff management accountability	<p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>Supervision/management of admin/finance team</p>
Physical effort	<p>Please describe any physical effort associated with the job that is over and above normal office requirements</p> <p>Normal office requirements including taking delivery and storing of stock and consumables as required</p>
Working environment	<p>Please describe any adverse working conditions associated with the job that are over and above normal office environment, including abuse and aggression from the public.</p> <p>The job is based in an office environment within a nursery school, school or other learning establishment which are pleasant work environments</p> <p>Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in.</p>

Role Profile Checklist

- 1 The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

1	Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)	<input type="checkbox"/>
2	Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)	<input type="checkbox"/>
3	Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees)	<input type="checkbox"/>
4	No jobholder as job is currently vacant	<input type="checkbox"/>
5	Role being evaluated is for a restructure consultation	<input type="checkbox"/>
6	Jobholder not consulted – Other reason: Please specify:	<input type="checkbox"/>

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date

