



JOB DESCRIPTION

School Administrator

Level 1 – Grade B

Purpose of Job

To undertake general administrative work to provide an efficient and effective administration service to the school

This may include reception support to the school and visitors and/or the provision of general clerical and administrative or financial duties

Key accountabilities/duties/responsibilities

1. Provide general administrative support including clerical processes, word processing, data inputting
2. Deal with face-to-face enquiries and answer routine telephone calls and/or acting as receptionist for the school, greeting, registering and assisting visitors and guests
3. Maintain manual and computerised records/management information systems
4. Maintain and collate pupil reports, produce lists/information/data as required such as pupils data
5. Open, sort and distribute incoming mail and post outgoing mail keeping relevant records
6. Undertake basic financial administration such as processing orders, collecting monies, petty cash
7. Operate relevant equipment/ICT packages (such as word processing, data entry onto standard databases and spreadsheets, use of Internet)
8. Monitor stock and request supplies
9. Be the first point of contact for sick pupils, liaise with parents/carers/staff
10. Assist with arrangements for school visits and events and may also attend
11. Assist with the routine administration of school lettings and other uses of school premises, such as take bookings

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Keep up to date with local and national developments within policies and practice and keep informed of relevant legislation

- Ensure that a high level of confidentiality is maintained in all aspects of work.

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 develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school'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 school delivers.

School Administrator

Person Specification

Knowledge, training and experience relevant to the post	Essential /Desirable
<ul style="list-style-type: none"> Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 2 	D
<ul style="list-style-type: none"> Basic knowledge of clerical, administrative and finance procedures as appropriate to the job 	E
<ul style="list-style-type: none"> Awareness of data protection, safeguarding and confidentiality issues 	E
<ul style="list-style-type: none"> Able to use office equipment, such as photocopiers, printers, fax, laminators 	D
<ul style="list-style-type: none"> Proficient user of Microsoft Office software 	E
<ul style="list-style-type: none"> Proficient user in Integris, School Money, Teachers to Parents software 	D
<ul style="list-style-type: none"> May undertake training as required, such as knowledge of school, school policies and procedures, first aid training 	E
Skills	
<ul style="list-style-type: none"> Work within school policies and procedures, organise, plan, and deliver work using initiative to prioritise tasks within a working day 	E
<ul style="list-style-type: none"> Provide routine administrative support service for the school for example liaising with pupils, parents/carers, data inputting, opening and sorting mail, including operation of office equipment undertaking word processing and data inputting tasks 	E
<ul style="list-style-type: none"> Generally complete tasks on a daily basis and priorities are usually determined by others 	E
<ul style="list-style-type: none"> Deal with face-to-face enquiries and answer telephone queries, take messages and direct calls to other staff as appropriate 	E
<ul style="list-style-type: none"> Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided 	E
<ul style="list-style-type: none"> 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 	E
<ul style="list-style-type: none"> Undertake reception duties including dealing with visitors requiring courtesy, tact and diplomacy 	E
<ul style="list-style-type: none"> Use judgemental skills to identify and resolve day to day problems, such as resolve caller enquiries, meet deadlines, maintain stock levels, process invoices 	D

Personal Qualities

<ul style="list-style-type: none">• Flexibility, enthusiasm, resilience and drive.	E
<ul style="list-style-type: none">• A commitment to further professional development and training.	E
<ul style="list-style-type: none">• Ability to inspire, engage and motivate all children	E
<ul style="list-style-type: none">• Demonstrate professionalism at all times	E
<ul style="list-style-type: none">• Ability to work as part of a team	E
<ul style="list-style-type: none">• Ability to reflect	E
<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with pupils	E
<ul style="list-style-type: none">• Have a willingness to demonstrate commitment to the values and ethos of Northside Primary School	E