SEFTON METROPOLITAN BOROUGH COUNCIL 

**JOB DESCRIPTION**

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| **School:** | **GREAT CROSBY CATHOLIC PRIMARY SCHOOL** | |  |
| **Post:** | **ADMINISTRATOR** | |  |
| **Grade:** | **BAND ‘E’** | |  |
| **Responsible to:** | | **Headteacher and School Business Manager** | |
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**JOB PURPOSE**

To be responsible for undertaking administrative, financial and organisational processes within the school under the guidance of senior staff.

**MAIN DUTIES**

##### Administration

Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, etc.

To undertake work associated with the processing of orders and payments.

Analyse and evaluate data/information and produce reports/ information as required.

Maintain manual and computerised records and/or management information systems e.g. SIMS, FMS etc.

Collation of registers and the completion of various returns as required by the local authority and DfES e.g. PLASC, SIMS, staff attendance, supply data, etc*.*

Sorting and distributing the internal and external mail.

Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus etc.

Organisation

Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.

Organise school trips, visits by school nurse, photographer, linked schools, parents etc.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and or staff etc.

To organise and provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.

To co-ordinate admission arrangements for children entering the school.

Resources

To collect and accurately record all money for trips, charity events and dinner money.

To manage the bookkeeping of, for example, schools fund, petty cash, school trips, photographer etc, together with the balancing of such funds and secure all monies in accordance with school procedures.

Operate relevant equipment and complex ICT packages such as SIMS and FMS

Maintain stock and supplies of resources, cataloguing and distributing as required.

To be responsible for ICT reprographic and printing equipment, including ICT consumables.

Provide general advice and guidance to staff, pupils and others.

Organise supply cover for absent staff under the direction of the Headteacher or the School Business Manager.

**Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

**Prepared by:** School Business Manager

**Name:**  Mrs L Mason

**Date: 11.03.2021**

**PERSON SPECIFICATION **

Post: ADMINISTRATOR LEVEL 3 Post No:

School: **GREAT CROSBY CATHOLIC PRIMARY SCHOOL**

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| --- | --- | --- |
| Personal Attributes Required  (considerations) | Essential (E)  or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING** |  |  |
| Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification.  NVQ Level 4 in Administration / Business or equivalent qualification or experience. | E  E | AF  AF + I |
| **EXPERIENCE** |  |  |
| Experience of clerical / administrative / financial work including SIMS/FMS etc.  Knowledge of relevant policies / codes of practice and an awareness of relevant legislation.  Appropriate knowledge of First Aid.  Basic awareness of inclusion, especially within a school setting. | E  D  D  E | AF + I  AF + I  AF + I  AF + I |
| SKILLS/KNOWLEDGE/APTITUDES  Communication and Influence  Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message.  Ensures that method of communication is appropriate to achieve the required result.  Provides factual information as requested or re-directs requests to a more appropriate person.  Team working  Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area.  Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others.  Actively listens to take account of others’ views and opinions.  Works with the team to generate solutions and reach consensus.  Organisational Awareness  Demonstrates a broad knowledge of the school’s activities and how they contribute to the school’s performance as a whole.  Is able to describe the current activities in their area and whole school developments.  Demonstrates how own job performance contributes to the school’s vision.  Adaptability  Responds positively to the change process.  Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices.  Helps plan, develop, set up and monitor systems and processes to effect change.  Challenges conventional thinking and existing practices. | E  E  E  E | AF + I  AF + I  AF + I  AF + I |
|  |  |  |
| Use of technology  Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology.  Adapts data according to particular needs and presents it appropriately.  Professional Values and Practice  Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.  Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.  Ability to improve own practice through observations, evaluation and discussion with colleagues. | E  E  E  E | AF + I  AF + I  AF + I  AF + I |
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| **SPECIAL REQUIREMENTS** |  |  |
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| Requirement to complete Support Staff Induction Programme.  Requirement to complete Appointed Persons First Aid at Work training. | E  D | I  I |

Prepared by: Mrs L Mason AF = Application Form

I = Interview

Date: 11.03.2021 T = Test

P = Presentation