

## Job Description

<b>Position Title</b>	School Administrator		
<b>Location</b>	Fort Federation		
<b>Reporting to</b>	Senior Administrator		
<b>Grade</b>	C		
<b>Directorate/Section</b>			
<b>Effective date</b>	01.09.2016	<b>Job Number</b>	G.0384

### Job Purpose:

To provide a comprehensive administration service for the federation.

### Main duties and responsibilities:

To assist the Federation Senior Administrator in the provision of efficient and effective administration and clerical support services.

To provide secretarial, typing, general computer/data input/retrieval services.

Undertake receptionist duties, provide the first line contact between the relevant school and the community, and administer the school diary for events.

To provide an effective and efficient mail and distribution service, including assisting with the preparation of the weekly newsletter and text messaging service.

To maintain accurate administrative, financial, pupil, staff and other school records.

To provide routine clerical support such as photocopying, filing and stationery issue.

To maintain accurately the SIMS.net and other record systems to support the Senior Administrator in meeting the needs of the Federation, authority and DfES.

To maintain school dinner monies and registers, school uniform sales, school trip funds and ensure security of the banks including regular banking of cash and cheques.

Liaise with kitchen staff re daily dinner numbers.

Support the relevant Head of School with the organisation of supply cover for teacher absences. Maintain internal staff absence records.

Produce weekly registers for teachers. Maintain pupil attendance records and generate reports for persistent absentees for Executive Headteacher.

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If requested, complete necessary returns for the local authority and DfES including the termly school census.

Generate standard reports.

Process orders on FMS for goods and services required, check against delivery notes and input invoices to be paid.

Arrange booking of staff onto requested training courses and arrange supply cover if required.

Maintain accurate pupil records, arrange transfer of pupil records when pupil arrive or leave the school, including preparation and transfer of CTF records.

Liaise with the caretaker for minor repairs. Report any serious health & safety issues immediately to the Senior Administrator or Head of School.

Undertake other duties appropriate to the grading of the post as required.

## Person specification:

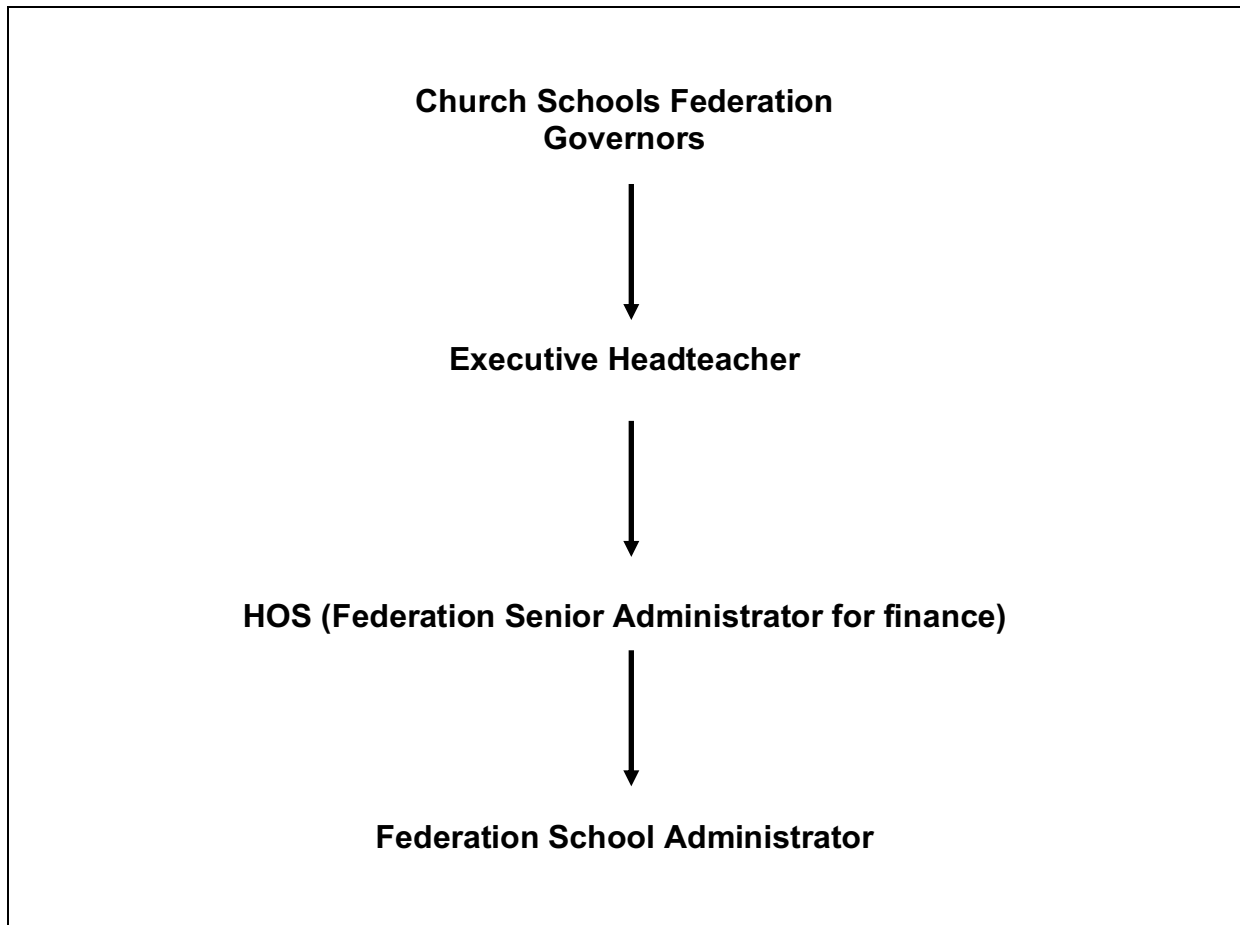
Attribute	Essential	Desirable	Method of Assessment
Management	N/A	N/A	
Experience	Experience of administration work	Experience of school administration work	Application
Practical Skills	Well organised, ability to multi-task. Good team worker, along with ability to use own initiative and work independently.	Have a go attitude.	Reference
Communication	A good communicator with young people, and with adult volunteers and staff.		Interview
Personal Qualities	Use own initiative and is self-motivating. Pleasant, approachable and friendly persona. Clear enhanced CRB	Eagerness to learn and develop skills.	Interview and reference
Strategic Thinking	◦	Able to consider necessary planning for future developments	interview
Technology / IT Skills	Good ICT skills Able to use the website/email for communication.	Knowledge of SIMS.net and FMS	Application, interview
Education and Training	GCSE Grade C or above in English and Maths	NVQ 2 or above in Business Administration	Application
Equal Opportunities	Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards	◦	◦

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## Structure chart



## **1. Supervision and Management:**

No supervision or line management responsibilities.

## **2. Creativity and Innovation:**

The post holder is required to follow laid down procedures and instructions.

## **3. Links with other officers, Service users or Members of the Public:**

They will need to communicate with pupils and their parents to ensure everyone knows day to day arrangements for the federation. Provide a good reception service.

The post holder will need to communicate regularly with staff and volunteers to ensure the smooth running of the school and the building.

The post holder will need to liaise with both the head of teaching and learning, business manager and senior administrator to ensure that necessary tasks are completed.

## **4. Levels of Responsibility:**

Not responsible for the work of others. Would work within laid down procedures and readily understood rules, but need to deal with routine problems and information exchange. Decisions will be made from a range of established alternatives. Little autonomy – not expected to take responsibility.

Can often determine own priorities, but will be expected to seek guidance to resolve more complex issues.

## **5. Effects of Decisions:**

The post holder will discuss any proposed changes with senior staff. They will arrange staff absence cover.

The post holder has operational responsibility for all Health & Safety checks.

They will communicate arrangements for events, visits etc and ensure that everyone involved knows the arrangements and can make plans accordingly.

## **6. Resources:**

The post holder is responsible for cash taken for dinner monies, uniform purchases, school trips etc. This includes recording payments against child, counting and banking funds received.

The post holder is responsible for ensuring that the stationery and teacher resources cupboard remains well stocked for the day to day running of the school.

## 7. Work Demands:

The post holder is responsible for all administration needs and will need to liaise with the business manager.

The post holder will need to be able to plan, organise and direct their own time to ensure that work is completed on time and to the required standard.

## 8. Physical Demands:

The post holder needs to be able to move around quickly and easily around the school, carry light equipment.

## 9. Working Conditions:

The post holder will have their own desk in the school office. Staff facilities for making drinks and refreshments are available within the staffroom. School dinners may be purchased from the kitchen manager.

The post holder is responsible for liaising with appropriate staff should there be any issues which need addressing.

The risk of violence or injury is considered to be low.

## 10. Work Context:

The potential for injury is low. The post holder will need to be aware of manual handling and will have contact with the public through communication with parents, volunteers and visitors.

## 11. Knowledge and Skills:

The post holder needs to have a good level of English and numeracy skills. They need to be courteous and polite to staff, pupils, parents and visitors. Training will be provided for specific tasks.

### Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

## Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job-holders (J/H).

Potential Hazards	Applicable to this job? (✓)	Action to be taken	<i>Examples of action to be taken (this list is not exhaustive)</i>
Display Screen Equipment			<i>Conduct regular workstation assessments through Cardinus software</i>
Electricity – fixed / portable			<i>Ensure PAT<sup>1</sup> certificates are up-to-date</i>
Manual handling			<i>Ensure J/H attends appropriate training</i>
Verbal / physical abuse			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Work equipment			<i>Ensure J/H is familiar with all equipment and its proper usage and maintenance</i>
Fire			<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE<sup>2</sup></i>
Isolation / lone-working			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies &amp; procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Premises related			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

<sup>1</sup> Portable appliance test

<sup>2</sup> Personal protective equipment

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**Signatures**

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Headteacher:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_