

## REID STREET PRIMARY SCHOOL

POST TITLE:	School Administrator – Level 2
GRADE:	Band 4 (SCP 6)
REPORTING RELATIONSHIP	To the Principal/Director of Business
JOB PURPOSE:	Under the direction/instruction of senior staff: provide administrative support to the school.

### MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

#### **Responsibilities will include:**

1. Working with Microsoft Office packages and various electronic education-based systems, therefore an ability to type would be essential.
2. Act as the first point of contact for visitors, parents and pupils - both in person and on the telephone, in a courteous, professional, calm and friendly manner.
3. Contribute to the smooth running of a very busy school office; using of initiative and managing role with minimal supervision.
4. Taking and responding to messages from parents and other outside agencies by telephone and face to face, ensuring that they are dealt with effectively and efficiently. This would involve liaising with parents, teachers and other school colleagues and agencies.
5. To operate and have in depth knowledge of relevant IT systems such as Outlook, SIMS, SIMS PAY (training will be provided), and to use the internet as appropriate.
6. To undertake routine financial administration e.g. collecting and recording dinner money, which includes school trips, breakfast/sports clubs and event money in preparation for banking.
7. Contributing to the operational administration of the school, monitoring of stock levels and the ordering of stationery.
8. To assist in the organisation, communication and bookings relating to educational visits.
9. To provide cover/ assistance to other members of staff as required (lunchtime support, trips/visits).
10. Working within a confidential environment, adhering to the school's safeguarding procedures and General Data Protection Regulation.

11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.
13. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
14. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### GENERIC PERSON SPECIFICATION – SCHOOL ADMINISTRATOR LEVEL 2

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	NVQ level 2 in Administration, Business Studies or equivalent	AF,C			
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF,C			
<b>Experience &amp; Knowledge</b>	E3	Knowledge and / or experience of First Aid	AF,R,I	D1	Awareness of child protection issues	AF,I
	E4	Previous Administrative experience in a fast pace environment	AF,R,I			
	E5	Experience of face to face and telephone, reception duties	AF,R,I			
	E6	Knowledge of GDPR requirements and understanding of confidentiality	AF,R,I			
<b>Skills</b>	E7	Ability to relate well to children and adults	I			
	E8	Ability to work successfully as part of a busy team	R,I			

	E9	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I			
	E10	Ability to maintain accurate records	AF,R,I			
	E11	IT Literate, capable of using MS Word / Excel and office packages	AF,I			
<b>Personal Attributes</b>	E12	Participate in development and training opportunities	AF,R,I			
	E13	Ability to abide by School policies and procedures	AF,R,I			
<b>Special Requirements</b>	E14	Motivation to work with children	I,D			
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children	I,D			
	E16	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I			
	E17	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references