



Job Description – School Administrator

School Statement

'Magical Moments and pockets full of memories'

Employment Details

Job Title:	School Administrator
Reports to (Job Title):	Headteacher
Hours of work:	08.30 – 14.00
Level and Scale Point:	BS6, Scale 7: £20,092 pro rata, (£10.41p/h) term time only
Job Purpose:	To provide comprehensive secretarial, administrative and financial support to the Headteacher in the smooth and efficient running of the school.

Main Duties / Responsibilities

Under the direction of the headteacher, the administrator will be responsible for all aspects of the day to day organisation of the school office and its procedures.	
Organisation	<ul style="list-style-type: none"> • Deal with visitors and maintain a pleasant reception area • Contribute to the planning, development and organisation of support systems and procedures • Organise school trips/events liaising with coach companies etc
Administration	<ul style="list-style-type: none"> • Manage computerised Management Information System (Scholarpack) • Undertake word processing and complex IT based tasks • Undertake complex financial administration procedures, including maintaining accounts, settling invoices, collecting and banking cash • Provide personal, administrative and organizational support to staff members • Complete and submit complex forms/returns etc e.g. DfE Census • Completing weekly attendance figures • Assist in the compilation of documents such as the School Improvement Plan • Prepare agendas and take minutes for governor meetings • Liaise with governors and keep accurate records relating to governance

Resources	<ul style="list-style-type: none"> • Operate relevant computer equipment and photocopier • Operate relevant software packages (School Money) and Information systems (Schools portal) • Assist with the upkeep of the school website • Monitor and manage stock of stationery within an agreed budget, cataloguing resources and undertaking audits as required • Undertake research and obtain information to inform decisions on matters of procurement • Assist with the marketing and promotion of the school • Assist with the planning, monitoring and evaluation of the budget • Manage the administration of facilities including school premises (hire of the School MUGA) • Manage the administration of dinner and milk monies
General	<ul style="list-style-type: none"> • Be a welcoming face/voice to all visitors to the school • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/colleagues • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others

Personal Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • NVQ Level 2 • A willingness to work up to an NVQ L3 if not achieved • GCSE Maths & English (A –C) 	<ul style="list-style-type: none"> • Any further qualifications
Experience	<ul style="list-style-type: none"> • Previous work in administration 	<ul style="list-style-type: none"> • Previous work in a school • Previous work involving finance – collecting and reconciling money • Experience of governing bodies
Knowledge & Skills	<ul style="list-style-type: none"> • Good understanding of and ability to use relevant technology • Ability to take minutes 	<ul style="list-style-type: none"> • Knowledge of specific school software systems (Scholarpack, Schoolmoney etc), • Knowledge of websites and how to maintain them
Personal Qualities	<ul style="list-style-type: none"> • A willingness to learn • Ability to relate well to children and adults • Work positively as part of a team • Ability to use initiative • Be able to take constructive criticism in order to improve performance • Confidentiality • Ability to attend occasional evening meetings 	<ul style="list-style-type: none"> • Maintain an optimistic and cheerful perspective – even if all around seems to be going wrong!

