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| POST: SCHOOL ADMINISTRATOR  |  |
| GRADE: Band 4 (scp 9-13)  |  |
| RESPONSIBLE TO: Head of School |  |
| STAFF MANAGED: None |  |
| POST REF: |  | JOB FAMILY: | 2 |
| JOB PURPOSE: | To provide an administrative support service to the Head of School and other members of school staff.  |
| JOB CONTEXT: | To work within the busy environment of the school office managing the administration for the school, providing an administrative and reception service where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.Enhanced DBS clearance required  |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Issues | * Provision of administrative, clerical and secretarial duties as required.
* Assist in preparation of reports as required.
* Diary management
* Administration of the school website.
* Assist teaching and non-teaching staff with administration queries.
* Maintain staff personal records, administration of staff contracts, timesheets and absence returns.
* Make arrangements for school lettings.
* Maintain a single central record of staff and volunteers.
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| Communications  | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.
* Attend staff meetings and training days by agreement with the Headteacher.
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| People/Resource management  | * Participate in the schools performance management scheme.
* Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and checking invoices.
* Assist in the induction of new employees.
* Monitor stock levels, order office materials, equipment and services and check incoming orders.
* Highlight additional training and supervision needs to build on your skills and knowledge.
* Participate in training and other learning activities and performance development as required.
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| Safeguarding  | * Know about data protection issues in the context of your role.
* Maintain confidentiality as appropriate.
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.
* Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
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| Systems and Information  | * Maintain computerised and manual pupil/staff records.
* Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
* Share information appropriately – in writing, by telephone, electronically and in person.
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| Data Protection | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
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| Health and Safety | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
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| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
* Ensure services are delivered in accordance with the aims of the equality Policy Statement.
* Develop own understanding of equality issues.
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| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.* The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
* Understand your own role and its limits
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| Date of Issue: | December 2017 |