



**Job Title** School Administrator  
**Salary** Grade 5 (FTE: £24,216 - £28,552)  
**Reporting to:** School Business Manager  
**Responsible for:** School Receptionist  
**Location:** Nishkam School West London

Nishkam School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

Duties & Responsibilities	
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>- To positively and actively contribute to whole school improvement through effective leadership and management of the administrative, financial provisions within the school</li> <li>- To be responsible for the day to day management of the school office, including supervision and instruction of administrative staff.</li> <li>- To contribute to the development of whole school policies and procedures</li> <li>- To advise the Headteacher and Governing Body on organisational / complex financial matters in line with current legislation / regulations</li> <li>- To organise, maintain and monitor school finance and personnel systems ensuring effective delivery of service to school</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>- Be responsible for the planning, development, design, organisation and monitoring of the Admin Team and whole school systems/procedures and policies to ensure the effective and efficient running of the school office</li> <li>- To be responsible for the management of the administrative team including the development and implementation of recruitment, induction, training and mentoring to ensure effective performance of Administration Team</li> </ul>
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>- Take lead role in the development and maintenance of record/information systems to ensure the provision of detailed analysis and evaluation of data and produce detailed reports/information as required for governors</li> <li>- Manage complex administrative procedures including word-processing and complex IT based tasks to produce and respond to complex correspondence</li> <li>- Provide organisational and complex personal advisory support to the Governing Body and other staff</li> <li>- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies including managing the administration of Payroll systems</li> </ul>
<b>Financial Administration</b>	<ul style="list-style-type: none"> <li>- To be responsible for the provision of specialist advice and guidance to Senior Management Team / Governing Body on national and local guidelines / policy / statute</li> <li>- To be responsible for the effective management of complex financial administration procedures, contributing to budget planning and compliance with financial regulations</li> <li>- Take a lead role in the monitoring and evaluation of budget monitoring the weekly / monthly expenditure and advising the Headteacher / Finance Committee of possible under / over spending whilst providing options for varying expenditure</li> <li>- Prepare annual estimates and regular reports on income and expenditure, monitor accounts against budgets and report on financial state of the school to the Governors.</li> <li>- Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparations of invoices, collection of fees, recovery of bad debts.</li> <li>- Manage procurement and support the Headteacher to securing relevant sponsorship</li> <li>- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts</li> <li>- Preparation of work specification for tender and assisting with selection of contractors</li> <li>- Preparation and maintenance of SFVS and other such reports, records and accounts as are required in conjunction with the School's computerised accounting systems</li> </ul>

	<ul style="list-style-type: none"> <li>- Oversee, develop and implement financial procedures and oversee all financial transactions / activity with the school</li> <li>- Ensuring the proper collection, reconciliation and banking of any monies received</li> <li>- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants</li> <li>- Supporting the School in the management and maintenance of an assets register and inventory</li> <li>- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurance, and handling any claims that arise</li> <li>- Maximise income generation within the ethos of the school. Ensure Best Value principles are adopted, for example, in extended school activities</li> <li>- Securing funds to which the school is entitled and actively source additional funding</li> </ul>
<b>Management Information Systems</b>	<ul style="list-style-type: none"> <li>- Ensure all pupil records on SIMS are accurate and kept up to date</li> <li>- Produce detailed attendance reports on SIMS</li> <li>- Develop and monitor management information systems</li> <li>- Carry out day-to-day timetable maintenance as required</li> <li>- Ensure the effective delivery of the school reports process and data collection systems by the Admin Team</li> <li>- Provide detailed analysis and evaluation of data and produce such reports as required</li> <li>- Be responsible for the design and effective operation of administrative procedures</li> <li>- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DCSF</li> <li>- Administer the School's admissions and withdrawal procedures maintaining accurate numbers on roll</li> <li>- Ensure that electronic pupil attendance records are up to date and meet LA regulations</li> <li>- Ensure all personnel records on SIMS are accurate and kept up to date</li> <li>- Be responsible for the production of Pupil CENSUS and School Workforce CENSUS</li> <li>- Be responsible for the production of 618G and other LA returns</li> <li>- Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act and Freedom of information Act.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources</li> <li>- Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines, policies, etc.</li> <li>- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising</li> <li>- To be responsible for marketing and promotion including the preparation and production of all school publications</li> <li>- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>- Line manage the School Receptionist on a day to day basis, completing induction, performance management and training of staff</li> <li>- Handle personnel administration processes relating to the appointment of all staff</li> <li>- Maintain Staff records of employment</li> <li>- Update Single Central Record regularly</li> <li>- Contribute to the monitoring and reporting of staff absence</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>- Be aware of and support difference and ensure equal opportunities for all</li> <li>- Contribute to the development and implementation of the overall ethos/work/aims of the school</li> <li>- Develop constructive relationships and communicate with other agencies and professionals</li> <li>- Participate in training and other learning activities and performance development as required</li> <li>- Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>- To act as first point of contact with the School for parents and visitors</li> <li>- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered at all times</li> </ul>

	<ul style="list-style-type: none"><li>- Contribute to the overall aims and ethos of the school.</li></ul>
<b>Other Duties</b>	<ul style="list-style-type: none"><li>- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post</li><li>- The postholder must comply with the Equal Opportunities Policy and health and Safety Policy</li></ul>

**Signature of Manager:** \_\_\_\_\_ **Date:**     /     /

**Signature of post holder:** \_\_\_\_\_ **Date:**     /     /

# Person Specification

## Qualifications

- NVQ Level 3 or evidence of working towards a relevant discipline.
- Minimum GCSE (or equivalent) Maths and English at grade A-C

## Professional Development

- Recent, relevant professional development in current information, data and finance systems
- Evidence of further professional training.

## Experience

- Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting
- Full working knowledge of relevant policies/ legislation
- Knowledge of Microsoft office including Word & Excel
- Proven experience in Schools finance including in the development, management and operation of financial management systems
- Experience of budget management and preparation in a learning environment or similar
- Previous experience within an educational environment
- In depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMs systems for financial and recruitment procedures
- Experience of maintenance and development of website

## Skills / Abilities

- Ability to manage the schools administrative and financial systems
- Ability to manage, lead, organise deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Headteacher /Governing Body and possess high level decision making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills. High level of accuracy and attention to detail
- Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines
- Advance skills to use and manage ICT systems and resources effectively

## Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team.
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively Show initiative and self-motivation
- Show commitment to a clear and shared vision for an effective organisation
- Recommend and show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups.
- Highly motivated with high expectations, a positive attitude and a good sense of humour
- The ability and willingness to work in partnership with other members of the School team.
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

## Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development.
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities