

**COLTON HILLS COMMUNITY SCHOOL**  
**Job Description**

**JOB TITLE – ADMINISTRATOR – WITH RESPONSIBILITY FOR SCHOOL TRIPS**

**SALARY – NJC – Grade 4**

**Local Pay Point 7 – 11**

**CONTRACT HOURS**

**18 Hours per week – Wed, Thurs, Fri (Term Time plus 5 days)**

Flexibility is required within the role to meet the needs of the school  
Any additional hours worked with termtime are to be taken in lieu during the school holidays

**RESPONSIBLE TO – Office Manager**

**MAIN PURPOSE OF THE ROLE**

- To provide administrative support and oversee the organisation of school trips
- To operate the School Fund
- To operate the Bursary Payments
- To provide administrative support for new admissions and in year transfers

**MAIN FUNCTIONS**

- Manage the work to ensure a consistent and effective service to students.
- Liaising with staff, parents, external providers and/or agents in relation to all students.
- Respond to enquiries from colleagues, students and their families as appropriate.
- Producing letters and documents.
- Organising and maintaining a secure filing system for all student records.
- Assist with the preparation for school trips.
- Operate and maintain computerised records.
- Deal with admission applications both Year 6 transfers and in-year transfers.
- Deal with messages, refer issues as appropriate and ensure a timely response to issues arising.
- Operate a rigid and secure financial system for School Funds and bursary payments.
- Operate a robust system for off site trips ensuring compliance with LA policies.
- To support the Data Manager in producing the school census.

**Other Specific Duties**

- To take part in the school's staff development programme.
- To continue personal development in the areas of expertise.
- To engage actively in the school's Appraisal process, including the setting of and review of performance targets

Job Family Clerical and Administration  
Role Profile: CASB30A  
Grade 4

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To take part in marketing and liaison activities as required.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To comply with the LA and school's policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## Person Spec – Administrator with responsibility for school trips

E= Essential/D = Desirable

### 1. Experience/Aptitudes

Communicate effectively with staff at all levels within the school.	E
Relate well to young people.	E
To take initiative and work independently.	E
Work to high levels of accuracy.	E
Practice and plan to ensure completion of tasks to ensure events run smoothly.	E
Experience working in an educational establishment.	D
Experience of working with young people of relevant age.	D

### 2. Qualifications/Training

NVQ level 2 or experience in relevant discipline	E
Good numeracy/literacy skills	E
Educational Visits Coordinator Training	D

### 3. Knowledge/Skills

Understanding of how to deal with people to required standards of service	E
Working knowledge of processes, procedures and systems.	E
Working knowledge of relevant software packages	E
Operation of office equipment.	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
Proven organisational/administrative skills.	E
Interpersonal and communication skills at all levels	E
Established good working relationships with everyone, working collaboratively and providing a positive influence on the team.	E
Forward thinking.	E
Ability to work positively and effectively with young people.	E
Knowledge and application of the Data Protection Act	E
A working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	D
Working knowledge of national curriculum and other relevant learning programmes/strategies.	D

Contribute to extra-curricular activities. D

**4. Characteristics**

Excellent attendance record. E

Sense of humour. E

Hard working. E

Willingness to be flexible and work to meet the best interests of the school. E

Self motivated. E

Remains positive and calm in difficult situations, providing a stable and optimistic viewpoint. E

Teamworker. E

Willingness to undertake training. E

Presence. E

To be able to deal with matters of a confidential nature. E

**5. Safeguarding and Promoting the Welfare of Students**

Has appropriate motivation to work with students. E

Ability to maintain appropriate relationships and personal boundaries with students. E

Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline. E

## ADMINISTRATION & ORGANISATION

**LEVEL 2** - Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

### TASKS

#### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

#### Administration

- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

#### Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

### RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT packages</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li> </ul>