

Job Profile (SCH901) School Administrator - (Level 1+)

The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post. This document is not a substitute for a job description and should only be used as a guide only.

Job Title: School Administrator – Level 1+

Grade: C (10 – 13)

1. Key Purpose of Job

Under instruction/guidance of senior staff, to provide routine general administrative and financial support to the school

2. Key Duties

Organisation

- Undertake reception duties, answering routine 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.
- Assisting with arrangements for visits by school trips, events, etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, 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, 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

3. General 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