

<b>Role Title</b>	<b>Typically reports to</b>
<b>Administration Assistant 3</b>	Administration Manager
<b>Information sources</b>	
Agreed by School Working Party Job Evaluation Panel	
<b>Purpose of the role (job statement)</b>	
To provide administrative, financial and organisational services to the school under the general direction or guidance of senior staff.	
<b>Responsibilities</b>	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Liaise with other staff, pupils, parents/carers and external agencies</li> <li>2. Analyse and evaluate data and information and run reports</li> <li>3. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages</li> <li>4. Organise meetings and take notes</li> <li>5. Process forms, returns, payroll etc., including those to outside agencies</li> <li>6. Contribute to the planning and development of administrative procedures and systems.</li> <li>7. Responsible for the maintenance and updating of records systems.</li> <li>8. Maintain confidentiality and adhere to safeguarding procedures.</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Respond to reception and visitor enquiries</li> <li>2. Organise arrangements for school visits and events</li> <li>3. Monitor pupil attendance and run reports</li> <li>4. Undertake personnel administration, such as payroll and DBS checks</li> <li>5. Assist with preparing and monitoring the school's budget and financial procedures</li> <li>6. Responsible for the selection, ordering, monitoring and storage of supplies within an agreed budget.</li> <li>7. Assist with marketing and promotion material for the school</li> <li>8. Coordinate the administration of school lettings, including the use of school premises</li> <li>9. Mentor or supervise administrative staff at lower levels.</li> </ol>	
<b>Indicative knowledge, skills and experience</b>	
<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative/financial systems and procedures.</li> <li>• National qualifications level 2, GCSEs or relevant experience.</li> <li>• Experience of dealing with some issues that are more complex, requiring well developed communication skills.</li> <li>• Analytical skills for monitoring and analysis of attendance data or budgets.</li> </ul>	