



## **Generic Job Description School Administrator L3**

**Job Title:** School Administrator - Level 3

**Grade:** Grade 3 (points 5 - 8)

**Reports To:** Principal/ BSM

### **Main purposes of the job**

- Under the instruction/guidance of senior staff, provide general, clerical, administrative and financial support to the school with a particular focus on providing reprographic support for the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Responsibilities and Roles**

#### **Organisation**

1. To deal with more complex reception/visitor etc. matters.
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips events as requested etc.
4. Supervise, train and develop staff as appropriate.

#### **Administration**

5. Manage manual and computerised record/information systems.
6. Analyse and evaluate data/information and produce reports/information/data as required.
7. Undertake typing and word processing and complex ICT based tasks.
8. Provide administrative and organisational support to other staff including SSC.
9. Undertake administration of complex procedures.
10. Complete and submit more complex forms, returns etc. including those to outside agencies e.g. DfE.

#### **Resources**

11. Operate relevant equipment/complex ICT packages.
12. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
13. Manage uniform within the school and liaise with Trust staff as appropriate.
14. Provide advice and guidance to staff pupils and others.
15. Undertake research and obtain information to inform decisions.
16. Assist with marketing and promotion of the school including updating the school's website as required.
17. Manage administration of facilities including use of school premises.
18. Undertake financial administration procedures.



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### **Reprographics**

19. Provide timely reprographic support
20. Establish and maintain a reprographic booking system
21. Manage the maintenance programme of reprographic equipment

### **Responsibilities**

22. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. To adhere to school health and safety policy including risk assessment and safety systems.
24. To adhere to school policies and Trust's Ethos Policy.
25. To contribute to the overall ethos/work/aims of the school.
26. Establish constructive relationships and communicate with other agencies/professionals.
27. Attend and participate in regular meetings.
28. Participate in training and other learning activities and performance development as required.
29. Undertake similar clerical duties commensurate with the level of the post as required by the Principal.

**Person Specification - School Administrator L3**

<b>Criteria</b>	<b>Requirement Level</b>	<b>Evidence*</b>
Experience of developing and maintaining administrative systems and procedures.	Essential	A/I
High level of literacy and numeracy skills.	Essential	A/I/T
Good knowledge/understanding of basic financial tasks	Essential	A/I
Evidence of the ability to communicate clearly and concisely both orally and in writing.	Essential	A/I
Appropriate knowledge of first aid	Essential	A/I
Effective use of ICT packages and other specialist equipment/resources.	Essential	A/I
Very good ICT skills and working knowledge of school management information systems	Essential	A/I
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	Essential	A/I
Ability to work to a high degree of accuracy and pay attention to detail.	Essential	A/I
Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	Essential	A/I
Ability to relate well to children and adults.	Essential	A/I
Ability to work constructively as part of a team, understanding school roles and responsibilities.	Essential	A/I
High degree of energy, resilience and enthusiasm	Essential	A/I
Promote and safeguard the welfare of children and young people within the school.	Essential	A/I
Awareness of Health and Safety requirements within a school setting.	Desirable	A/I
Commitment to professional development, learning and development.	Essential	A/I

**\*Evidence Key:**

A = Application Form I = Interview T = Task/Test