

## Job Description

### Details of Post

- Title: Administrator (Level 3) Primary
- School/ Federation/Academy/Trust: Church Preen Primary School
- Reporting to: Executive Headteacher
- Main Workplace: Church Preen
- Post Number: P13566
- Grade and SCP: Grade 6 (SCP 8-11)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

- Under the guidance of senior staff (Executive Headteacher and Federation Administrator), be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

### Principal Duties and Responsibilities

#### 1. Organisation

- Deal with complex reception/visitor/telephone matters.
- Assist with first aid.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Liaison with EWO and parents.
- Supervise, train and develop staff as appropriate and provide personal administrative and organisational support.

#### 2. Administration

- Manage manual and computerised record/information systems.
- Provide clerical support – photocopying, filing, faxing, e-mailing, post sorting and distribution.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Respond to confidential correspondence under the direction of the Headteacher.
- Provide administrative and organisational support to the Governing Body.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.
- Administration of lettings and other uses of school premises.
- Undertake financial administration e.g. process orders/invoices, assist with banking, collect and record cash etc.
- Take notes at meetings.

#### 3. Resources

- Operate relevant equipment/complex ICT packages (e.g. word, excel, databases, spreadsheets, internet).
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
  - Manage uniform/snack/other 'shops' within the school.
  - Provide advice and guidance to staff, pupils and others.
  - Assist with marketing and promotion of the school.
  - Manage administration of facilities including use of school premises.
  - Undertake complex financial administration procedures.
  - Maintain School Fund accounts and present for audit.
  - Assist with the planning, monitoring and evaluation of the budget.
  - Manage expenditure within an agreed budget.

#### **4. Other Responsibilities**

- Be aware of and comply with all school policies and procedures.
- 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.

#### **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

#### **7. Other Duties**

- Any other duties that the Head of School/Federation Administrator/EHT/Governing Body feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **8. Review**

- This job description is subject to review by the Head of School/Federation Administrator/EHT/Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.