



Feckenham CE Primary School

With God we grow to live life in all its fullness

JOB DESCRIPTION

<u>POST TITLE:</u>	School Administrator
<u>GRADE:</u>	Scale point 7 - 8
<u>RESPONSIBLE TO:</u>	Headteacher
<u>RESPONSIBLE FOR:</u>	Administration/Finance

JOB PURPOSE

To organise and provide school administrative and financial support services to ensure the efficient day-to-day operation of the school.

JOB RESPONSIBILITIES AND TASKS

Specified tasks from the attached list.

POSTS AT THIS LEVEL:

- Consist of a variety of advanced tasks requiring detailed knowledge and specialist skills.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.
- Contact with other people relates to issues which are generally not contentious but the outcome may not be straightforward. Advice or guidance provided to others within the school relates to issues that are less well established.
- Work within clearly defined rules or procedures involving decisions chosen from a range of established alternatives.
- Have (shared) responsibility for the accurate handling and security of cash, cheques or financial resources and /or have responsibility for ordering stocks and materials for the whole school.
- Work is subject to deadlines involving changing problems, circumstances or demand.

QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED

- NVQ Level 3 or equivalent qualification or experience in relevant discipline
- Excellent numeracy/literacy skills
- Effective use of specialist ICT packages
- Use of specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to plan and develop systems
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

PRINCIPAL CONTACTS

Pupils, parents, visitors, teachers, school support staff, Headteacher, Governors, suppliers, contractors, Local Authority.

JOB RESPONSIBILITIES AND TASKS

Scale 7 and 8 Administrative Posts

Post holders will undertake tasks from this list, performed at the level indicated in the Job Outline for the appropriate grade:

- Arrange school admissions and school leavers
- Act as the Attendance Officer
- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events using ParentPay
- Administration of recruitment and other personnel procedures
- Manage manual and computerised record/information systems including the Single Central Record
- Undertake typing and complex IT based tasks
- Provide administrative and organisational support to other staff
- Undertake administration of complex procedures e.g. Department of Education returns and Finance audits
- Complete and submit complex forms, returns etc
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Manage administration of facilities including use of school premises e.g. coordinate building repairs and improvements
- Assist with marketing and promotion of the school
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy