

Job Profile

Job Title	Administrator
Job Role	Admin and Organisation Support
Level of Duties	Level 2
Grade	Band C

Job Purpose

1. Under the direction/instruction of senior staff, to provide specific and general clerical and administrative or financial support for the school

Specific Responsibilities

1. To deliver an efficient and effective admin support service for school, including supporting some or all of the following functions::
 - a. HR & Training administration e.g. preparing interview packs, maintaining accurate HR systems and staff records such as absence and training, administering the review of school policies, coordinating student placements and volunteers, sending joining instructions to course delegates
 - b. School communication, marketing and promotion e.g. updating school communication tools including notice boards, digital signage screens, school network, school website and supporting with marketing and promotion materials
 - c. Pupil and health administration e.g. registers, school events, school trips, transport, wheelchair services and supporting accreditation and inspections such as Autism Accreditation
 - d. Finance administration e.g. process orders, collecting monies, deliveries, milk and dinner money for pupils and staff and undertake basic book keeping such as for petty cash

'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School.'

- e. Catering administration e.g. updating spreadsheets, displaying menus, setting reminders
 - f. Premises and contracts administration e.g. updating spreadsheets, setting reminders and checking job sheets.
2. To deliver an effective and customer focused reception service including being the first point of contact for pupils and staff , liaising with parents, carers and staff as required

General Responsibilities

Administration

1. To undertake clerical and administrative duties in relation to the organisation of school activities as and when required
2. To provide clerical and administrative support in relation to the production of specific materials for SLT and senior staff
3. Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms and returns, respond to routine correspondence, arranging and minute taking at meetings
4. Update and maintain accurate manual and computerised records and school ICT systems including those holding pupil and staff data
5. Produce lists, information and data as requested by senior staff or external agencies e.g. pupil or staff data for standard and statutory returns
6. Sort and distribute mail
7. Undertake administration of school lettings and other uses of school premises

Organisation

1. Undertake reception duties, answering and dealing with general telephone and face to face enquiries and signing in visitors

2. Assist with pupil welfare duties, pupil absence duties, liaising with parents/staff etc.
3. Provide an admin support service for whole school events, trips and visits.
4. Provide an effective administration service for Business Services and SLT e.g. booking rooms, organising and servicing meetings including taking minutes, word processing, photocopying, emailing and filing etc.

Responsibilities

1. Assist in financial, HR or whole school administrative areas as directed

Resources

1. To provide general admin support in school including word processing and carrying out IT based tasks using various ICT packages and operation of office equipment.
2. Maintain stock levels and supplies, cataloguing, distributing and selling s required
3. Assist in the running of pupil and staff uniform processes within the school
4. Undertake general financial administration e.g. processing orders

Support for the School

1. To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school, providing flexible cover across the whole team
2. To undertake personal development through training and other learning activities including performance management, as required.
3. Provide general advice and guidance to staff, pupils and others
4. Assisting with Pupil Transport duties as required.
5. 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

6. Assist with the compliance of the General Data Protection Regulations and Freedom of Information Act.
7. To undertake any other duties as deemed appropriate by senior staff and SLT.

WORKING PATTERN	
Hours per week	37
Weeks per year	39.6 weeks comprising: <ul style="list-style-type: none"> • 38 weeks during term time • Plus 5 professional (INSET) days per year • Plus 3 directed days to be worked in school holidays as directed by SLT around the needs of the school
Daily operating hours	Daily hours are generally Monday to Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 3:30 pm, however on occasion there may be the need to work flexibly around these times in accordance with the needs of school, as directed by SLT

Person Specification

Personal Attributes required	Essential (E)	To be identified by:
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(on the basis of the job description)	Or Desirable (D)	(e.g. application form, interview, reference etc.)
<p>Qualifications and Professional Development Recognised NVQ/QCF Level 2 qualifications in a relevant subject</p>	D	AF
<p>Experience</p> <p>Experience of using Microsoft Office packages including Word, Excel and Outlook</p> <p>Experience of working in a customer facing role</p> <p>Experience of working in a busy office environment providing clerical , admin, HR or financial support</p> <p>Experience of working within school administration</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
<p>Knowledge/skills/abilities</p> <p>Ability to respond appropriately and professionally to everyone you interact with</p> <p>Ability to maintain confidentiality</p> <p>Excellent communication skills</p> <p>Ability to plan and prioritise work and meet deadlines</p> <p>Ability to work in an organised and methodical way.</p> <p>Good literacy and numeracy skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Ability to follow written and verbal instructions	E	AF/I
Excellent customer service skills	E	AF/I
Excellent ICT skills	E	AF/I
Ability to speak another language other than English	D	AF/I
Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
Personal Qualities and Competencies		
Exceptional verbal and written communication skills	E	AF/I
Good ICT skills	E	AF/I
Strong interpersonal skills and able to work using own initiative	E	AF/I
Works well as part of a team	E	AF/I
Understands the importance of excellent customer service	E	AF/I
Shows a high level of enthusiasm and commitment	E	AF/I
Ability to work flexibly to meet the needs of the school	E	AF/I
Resilient and calm under pressure	E	AF/I
Commitment to safeguarding and promoting the welfare of children	E	AF/I

