

Saint Peter and Paul Catholic Primary School

Job Description: Administrator

Post Title: Administrator Term Time 46 weeks

Salary: Permanent, Grade D, Scale Point 5-6 £25, 583 - £25,989 actual, the pro rata salary at 46 weeks is £22,631 to £22,990.

Accountable to: Senior Leadership Team

Main Purpose

To provide general, administrative and financial support to the school under the instruction/guidance of the Senior Leadership Team.

Duties and Responsibilities:

Admin

- Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc
- Provide general admin support e.g., photocopying, filing, emailing, completing routine forms and responding to routine correspondence
- Maintain manual and computerised records and/or management information systems
- Maintain and collate pupil reports including PLASC information and that routinely required by the local authority and DfES
- Sorting out and distribution of internal and external mail
- Provide routine clerical support in relation to the production and distribution of specific matters, e.g., Newsletter, school prospectus, school letters

Organisation

- Undertake reception duties such as answering telephone and face to face enquires and signing visitors in and out
- Make arrangements for school trips, visits by the school bursar, photographer, linked schools, parents etc
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and staff
- To co-ordinate the Head teacher's diary including the arrangement of meetings, appointments etc

Resources

- Undertake general financial administration e.g., processing of orders, invoice processing
- Operate office equipment, e.g., Photocopier, fax machines, ICT packages, Microsoft office
- Maintain stock and supplies of resources
- Operate uniform, snack and other shops within school
- Provide general advice and guidance to staff

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
- Contribute to the school ethos, aims and development/improvement plan
- Work as part of a team, appreciating and supporting the role of other people in the team
- Attend and participate in meetings as required
- Undertake personal development through training and other learning activities including performance management as required

Note – This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade.

Personal Attributes

Communication and Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

Team Working

Demonstrates a non-judgemental approach to values, views and needs of others, sees other people's point of view and encourages and respects views that are different from own, takes time to get to know people and how they operate.

Organisational Awareness

Keeps up to date on changes / new developments in own and others area of the school's activities and their impact on the school's performance.

Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Use of Technology

Is able to use and understands process of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the ICT needs of the school change.

Professional Values and Practice

Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.

Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussions with colleagues.

Experience and Knowledge

Experience of clerical, admin and general finance in a school office

Experience of systems SIMS.net, FMS, Parent Pay

Knowledge of relevant policies/codes of practice and an awareness of relevant legislations

Experience of being a first aider

Qualifications & Training

Level 2 in Numeracy and Literacy English or equivalent qualification

NVQ Level 3 in Administration or equivalent

First Aid qualification

Requirement to complete Support Staff Induction Programme

Requirement to complete Appointed Persons First Aid at Work training