



## Job Description

<b>Location:</b>	<b>Colindale Primary School</b>
<b>Job Title:</b>	<b>School Administrator – Level One</b>
<b>Grade &amp; Salary:</b>	<b>B (JE0445) FTE £29,763 - £30,189 Pro rata £26,061 - £26,434</b>
<b>Hours</b>	<b>Mon – Fri 36 Hours Per Week Term Time Only (39 weeks)</b>
<b>Reports to:</b>	<b>Headteacher/School Business Leader/Office Manager</b>

### 1. Purpose of Job:

To undertake general administrative work to provide an efficient, effective and professional administration service to the school and ensure customer care is maintained in line with the schools Customer Services policy

This may include reception support to the school and visitors and/or the provision of general clerical and administrative or financial duties

### 2. Key accountabilities/duties/responsibilities:

The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive

- ✓ Provide general administrative support including clerical processes, word processing, data inputting, updating website
- ✓ Act as prime initial contact for visitors and parents. Deal with face-to-face enquiries and answer routine telephone calls and/or acting as receptionist for the school, greeting, registering and assisting visitors and guests
- ✓ Maintain manual and computerized records/management information systems
- ✓ Maintain and collate pupil reports, produce lists/information/data as required such as pupils data
- ✓ Open, sort and distribute incoming mail and post outgoing mail keeping relevant record

- ✓ Provide administrative support for meetings and take notes at meetings, such as teachers' meetings, teaching assistant meetings
- ✓ Undertake basic financial administration such as processing orders, collecting monies, petty cash, processing via Arbor
- ✓ Operate relevant equipment/ICT packages (such as word processing, data entry onto standard databases and spreadsheets, use of Internet, text messaging, maintain shared School Outlook Calendar)
- ✓ Monitor stock and request supplies
- ✓ Be the first point of contact for sick pupils, liaise with parents/carers/staff
- ✓ Carry out photocopying as requested and ensure copiers are maintained and working in accordance with service level agreement
- ✓ Assist with arrangements for school visits and events and may also attend
- ✓ Assist with the routine administration of school lettings and other uses of school premises, such as take bookings

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The School's Commitment to Equality**

All staff are expected to promote equality in the work place and in the services the school delivers. To deliver the school's commitment to equality of opportunity in the provision of its services. To protect and promote children's rights in accordance with UNICEF's Rights of the Child.

## PERSON SPECIFICATION

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<b>Reports to:</b>	<b>Headteacher/Deputy Headteacher/School Business Manager/Office Manager</b>

<b>Knowledge, training and experience</b>
<ul style="list-style-type: none"> <li>✓ Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 2</li> <li>✓ Basic knowledge of clerical, administrative and finance procedures as appropriate to the job</li> <li>✓ Awareness of data protection, safeguarding and confidentiality issues</li> <li>✓ Able to use office equipment, such as photocopiers, printers, fax, laminators</li> <li>✓ Proficient user of MS Office software and/or in-house software</li> <li>✓ Willingness to undertake training as required, such as knowledge of school, school policies and procedures, first aid training</li> </ul>
<b>Skills</b>
<p><b>Planning, organizing and controlling skills</b> The ability to:</p> <ul style="list-style-type: none"> <li>✓ work within school policies and procedures, organize, plan, and deliver work that is usually completed on a daily basis.</li> <li>✓ provide routine administrative support service for the school for example liaising with pupils, parents/carers, data inputting, opening and sorting mail, including operation of office equipment undertaking word processing and data inputting tasks</li> <li>✓ complete tasks on a daily basis and priorities are usually determined by others</li> </ul> <p><b>Communication and influencing skills</b> The ability to:</p> <ul style="list-style-type: none"> <li>✓ deal with face-to-face enquiries and answer telephone queries, take messages and direct calls to other staff as appropriate</li> <li>✓ build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided</li> <li>✓ establish and maintain effective and constructive relationships with pupils, parents and</li> </ul>

carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications

- ✓ undertake reception duties including dealing with visitors requiring courtesy, tact and diplomacy

### **Initiative and Innovation skills**

The ability to:

- ✓ work within school policies and procedures using initiative to prioritize tasks within a working day
- ✓ use initiative to choose most appropriate procedure to complete task
- ✓ use judgmental skills to identify and resolve day to day problems, such as resolve caller enquiries, meet deadlines, maintain stock levels, process invoices

