



Earlsfield Primary School

Job Description & Person Spec

Senior Administrator (A3)

Grade: Scale 6

Main Duties:

Under the direction of the School Business Manager to work in the school office for undertaking administrative, financial and organisational processes within the school and assisting with the planning and development of contracts and services.

Working Pattern:

- Term Time Only (TTO) 41 weeks (39 weeks plus 2 to be negotiated)
- **Full time hours are 36 per week**

Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

Grade:

- Scale 6

Pay Points:

- 18 to 20

Method of Payment:

- Monthly (15th)

Annual Leave:

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

Annual leave entitlement from 1 April 2010

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
12 – 20	Scales 5 and 6	30	32

Included in the above entitlement is one concessionary day applicable to employees in post on 25th December which may be taken during the Christmas period, plus the two former extra-statutory days.

Job Description

Areas of Responsibility and Key Tasks

Organisation

- Deal with complex reception and visitor matters
- Contribute to the planning, development and organisation of support service systems, procedures and policies
- Assist in the recruitment, supervision, training and development of other support staff

Administration

- Manage manual and computerised records and information system
- Analyse and evaluate data and information and produce reports, information and data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal – administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Board
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, LA
- Undertake the administration of payroll matters as directed
- Undertake the administration of human resources matters including contracts of employment
- Breakfast Club and After School Care bookings and reconciliation.
- Be the responsible person for medication – recording, storage and administration.

Resources

- Operate relevant equipment and complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Liaise with IT technician regarding IT queries and hardware.
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other agencies and professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Safeguarding

- Be willing to undertake first aid training.
- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Earlsfield Primary School

Person Specification

Senior Administrator



	Essential	Desired
Attributes		
Committed and reliable	✓	
Positive and enthusiastic	✓	
Adaptable and helpful	✓	
Organised	✓	
Able to work well with and relate to children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Good communication skills	✓	
Willingness to participate in development and training opportunities and a commitment to self-improvement	✓	
Skills and qualifications		
Excellent level of literacy and numeracy skills	✓	
Good IT skills (able to use computer, email, photocopier)	✓	
NVQ level 2/3 or equivalent	✓	
Educated to degree level		✓
Experience		
Experience of development, management and operation of administrative systems	✓	
Experience of working in a primary school		✓
Knowledge and Understanding		
Relevant computer skills to enable the completion of tasks in an admin environment	✓	
Knowledge and effective use of admin software such as Microsoft Office and Google Docs and other specialist equipment	✓	
A willingness to take part in development and training opportunities	✓	
An understanding of the safeguarding responsibilities of the role	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
An understanding of and commitment to equal opportunities and inclusion and the ability to relate well to children and adults	✓	
Basic knowledge of first aid		✓