

## St Joseph's Catholic Primary and Nursery School

90 Oakhill Road  
London  
SW15 2QD  
0208 874 1888

### SENIOR ADMINISTRATOR (A3)

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Summary of main conditions of service and full job description evaluated according to the Council's Job Evaluation scheme.

#### Duties Include:

- Administrative, financial and organisational processes within the school. Assist with the planning and development of support services

#### Working Pattern:

- Term Time Only (TTO) or All year round (AYR)
- Full time hours are 36 per week. This position is part time ( 0.4 or 0.6)

#### Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

#### Grade:

- Scale 6

#### Pay Points:

- 18 to 20

#### Method of Payment:

- Monthly (15<sup>th</sup>)

#### 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 2024

Applicable to:	Entitlement in working days
All support staff on all grades and spinal points	32 days

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

## **JOB DESCRIPTION**

### **Senior Administrator (A3)**

**Grade:** Scale 6

#### **Purpose of the Job**

Responsible under the guidance of senior staff for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services

#### **Tasks**

##### 1. ORGANISATION

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

##### 2. ADMINISTRATION

- Manage manual and computerised records and information systems
- 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

##### 3. RESOURCES

- Operate relevant equipment and complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform, snack and other 'shops' within the school
- 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

#### 4. 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

#### **PERSON SPECIFICATION**

##### 1. EXPERIENCE

- Experience of development, management and operation of administrative systems

##### 2. QUALIFICATIONS

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Very good numeracy and literacy skills

##### 3. KNOWLEDGE AND SKILLS

- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to develop equal opportunities and inclusion for all pupils