

# **HEATON ST BARNABAS' PRIMARY SCHOOL**

## **SCHOOL ADMINISTRATOR: JOB DESCRIPTION**

Reviewed and updated: December 2018

Next review: December 2019

### **Salary**

In accordance with the school's support staff structure and any local agreements that are in place.

### **Line of responsibility**

The School Administrator will be directly responsible to the Business Manager.

### **Job purpose**

The school administrator is responsible for:

- Organising and managing the school's administrative, clerical and reception functions including that of its extended facilities, assisting as required.
- Supporting the Business Manager and assisting the governors, headteacher and senior leadership team (SLT) in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required.
- Co-ordinating the updating and production of the school's prospectus and other publications.
- In conjunction with the Business Manager, advising on compliance with legislation and guidance, for example, DFE, data protection, Freedom of Information Act, GDPR, school admissions.
- Supervision of school administrative assistants.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the posts line manager. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

### **Job specification**

#### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall develop, implement and review administrative procedures and systems putting in place necessary management controls and ensuring compliance with legal requirements.

- S/he shall ensure a welcoming and efficient reception service is offered to all callers and visitors to the school.
- S/he shall ensure that an efficient administrative service is provided to the business manager, headteacher and other school staff including the production of confidential reports eg for exclusion meetings and appeals.
- S/he shall oversee and be responsible for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- S/he shall act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- S/he shall oversee the management of the school's database system(s) and administration network, ensuring controls are put in place and problems resolved.
- S/he shall oversee the maintenance and updating of information held on school database(s) including student and staff records, emergency contacts, assessment and examination results, data required for the completion of returns, for example, for the DFE.
- S/he shall ensure that data is safely transferred when database system(s) are introduced and/or changed.
- S/he shall ensure that archive files and historical data are set up and maintained.
- S/he shall co-ordinate and assist in the collation and preparation of statistics, management information and reports as required by her/his line manager, the headteacher, governors, auditors, the local authority (LA) and the DFE.
- S/he shall co-ordinate the collection, entry and extraction of data required to complete statutory returns.
- S/he shall manage the maintenance and updating of individual student files, liaising with appropriate staff members, and s/he shall ensure the transfer of files when a student joins/leaves the school
- S/he shall co-ordinate all areas related to admissions and primary/secondary transfer processes including school admission criteria, organising interviews, liaising with the LA, feeder primary/other schools and parents/carers.
- S/he shall provide advice, support and assistance to staff with regard to administrative procedures and appropriate education management issues eg information required for reports, external requests for information, school admission procedures.
- S/he shall co-ordinate the annual student photograph session(s) ensuring database system(s) are updated as required.
- S/he shall manage the annual and on-going free school meal applications for students, ensuring procedures are followed and required documentation is obtained from parents/carers, and that registers are kept up-to-date.
- S/he shall, in liaison with the business manager, assist in the administration of financial systems such as uniform sales, school meal takings, and collection of trip monies.

- S/he shall ensure the daily maintenance of administration technology and equipment including the telephone system and fax, reporting problems to the appropriate staff so that they are resolved efficiently.
- S/he shall, in liaison with her/his line manager and headteacher, co-ordinate the preparation and production of reports to the governing board within required timescales.
- S/he shall be responsible for the updating and production of the school's prospectus and other publications.
- S/he shall be responsible for the updating and production of the school's staff handbook and staff bulletins.
- S/he shall, in liaison with her/his line manager and other relevant staff, review and develop administration technology and systems in conjunction with school development plan.
- S/he shall assist in investigations and casework eg disciplinary, as required by her/his line manager and headteacher.
- S/he shall process, input, extract and analyse information from school's database system(s).
- S/he shall ensure compliance within the school of data protection and GDPR regulations.
- S/he shall take minutes/notes in meetings as required, including meetings outside of normal working hours.
- S/he shall answer incoming and internal switchboard calls during periods of staff absence, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.

### **Personnel**

- S/he shall oversee arrangements for the induction of all new staff within her/his areas of responsibilities.
- S/he shall be responsible for identifying training needs and the ongoing professional development for all staff within her/his areas of responsibility.
- S/he shall be responsible for the performance management arrangements for all staff within her/his areas of responsibility.
- S/he shall oversee the effective deployment of all staff within her/his areas of responsibility.
- S/he shall play an active role in the recruitment of staff, in accordance with the school's procedures.
- S/he shall deal with any disciplinary issues as required in accordance with school procedures and policies and as directed by her/his line manager.

### **General**

- S/he shall attend school events as required.

- S/he shall participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- S/he shall arrange and give training sessions to staff within her/his areas of responsible to ensure that they are aware of procedures and regulations.
- S/he shall attend training sessions and meetings as required including governors' sub-committee and full meetings.
- S/he shall be responsible for the effective management of budgets within her/his remit, securing best value in relation to products and services provided by agencies and other parties.
- S/he shall keep up-to-date with developments and changes in legislation and guidance related to her/his areas of responsibilities, and communicate appropriate information to colleagues.
- S/he shall implement appropriate health and safety procedures, in conjunction with relevant staff and members of the SLT.

## SCHOOL ADMINISTRATOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• Evidence of significant, successful administration management experience to support the day-to-day operation of a school.</li> <li>• Evidence of effective leadership and line-management of staff including a team.</li> <li>• Experience of managing change and implementing new systems/procedures/controls.</li> <li>• Experience of organising meetings and accurate minute taking.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate administration management qualification/s and/or relevant further education qualifications.</li> <li>• Experience of preparing and presenting data and reports.</li> <li>• Experience of working with school governing boards.</li> </ul>	Application form  Letter of application  References  Interviews  Certificate(s) (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.</li> <li>• Working knowledge of a range of administration procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A current knowledge and understanding of appropriate education legislation and requirements, for example, safer recruitment, school admissions, exclusions.</li> </ul>	Application form  Letter of application  References  Interviews

<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database(s) and internet systems.</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one's own work and that of others to meet deadlines.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Able to follow direction and work in collaboration with leadership team.</li> <li>• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Able to attend evening meetings and events if required.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>