

CHURCHFIELDS JUNIOR SCHOOL

JOB DESCRIPTION: ADMINISTRATION & ORGANISATION

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services

GRADE

TASKS

Organisation

- Deal with complex reception/visitor etc. matters e.g. parents and pupils
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate

Administration

- Manage manual and computerised record/information systems on SIMS / Parentpay / Groupcall
- Analyse and evaluate data/information and produce reports/information/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 Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
- Undertake the administration of Payroll systems

Resources

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

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/aims of the school
- Establish constructive relationships and communicate with other agencies/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

Experience

- Experience of development, management and operation of administrative systems

Qualifications/ Training	<ul style="list-style-type: none">• NVQ 3 or equivalent qualification or experience in relevant discipline• Very good numeracy/literacy skills

Signed:.....

Print:.....

Date:.....