



### ***JOB DESCRIPTION***

<b>Role:</b>	<b>School Administrator – LBR Grade 4</b>
<b>Hours</b>	<b>36 hours per week/44.2 weeks</b>
<b>Responsible to</b>	<b>School Business Manager</b>

#### **School reception**

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always compiled with, including the issue of visitor's badges and signing of the visitors' book.
- To accept and sign for deliveries - as appropriate
- To provide hospitality for visitors to the school
- Liaise with parents at the request of senior staff
- Groupcall
- Parent consultation day and booking appointments

#### **Clerical**

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required
- To be responsible for the sorting and distribution of incoming post, and sending out outgoing post
- Accessing and updating information on SIMS
- Log trips and clubs information on the school's intranet

#### **Data Administration**

- To update pupils entries and results on the SIMS database
- To be responsible for updating SEN status on Sims and capturing Statements/ and education and health care plans
- Liaising with the borough to ensure Free school meals status is accurate
- To be responsible for liaising with staff and external agencies on pupil data
- To be able to use the necessary tools to extract and analyse data
- To be responsible for the maintenance of pupil records on database
- To be responsible for scanning pupil records to SIMS
- Receive and send CTF files (pupil electronic SIMS Data file)

#### **Annual Review (under direction of the AHT/SENCO):**

- To be responsible for organising and co-ordinating the annual review system of reports
- To provide general admin support to the Deputy Head and Head
- To include requesting reports from the professionals concerned with each child and preparing and dispatching reports as necessary
- To record annual reviews on SIMS database
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**Parents Consultation evenings (under direction of the Deputy Headteacher);**

- To be responsible for organising and co-ordinating the Parent Consultation
- To prepare reports and organise the appointment system

**Annual Open Evening (under direction of the Headteacher):**

- To be responsible for the co-ordination of the Annual Open Evening or any such gathering as instructed

**General Admin/Curriculum:**

- To collate school based statistics, under the direction of the Deputy Headteacher as may be required
- General admin support to Senior staff where appropriate
- General admin support to the curriculum
- To be responsible for holding timetables
- To produce, under the direction of the School Business Manager, documentation for the school staff
- To provide cover for administrative staff when required.
- To attend training courses and be aware of own professional development
- To maintain the highest standards of honesty, integrity and confidentiality.
- To remain and be professional throughout the day
- To perform any other tasks which the Headteacher may reasonably require.

**Behaviours**

- To communicate with all stakeholders effectively in a professional manner which is effective and appropriate
- To conduct oneself with responsibility that reflects the ethos of the school
- To show integrity, accountability, excellence and resilience.

*This document will be reviewed annually as part of the performance management structure. This document is signed as having been negotiated, agreed and seen by the person concerned and the School Business Manager*

Signed: .....Date:.....  
Admin Officer

Signed: .....Date:.....  
School Business Manager

## PERSON SPECIFICATION SCHOOL ADMINISTRATOR

<b>LBR SCALE 2 School Administrator</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>	<b>EVIDENCE BY;</b>
<b>QUALIFICATION S AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Good qualifications in both English to NVQ 3</li> <li>• Experience in using Microsoft Office.</li> <li>• Good typing skills.</li> <li>• Willing to undertake further training.</li> <li>• Skills and experience in SIMS school systems</li> <li>• Exceptional telephone manner</li> <li>•</li> </ul>	Good qualification in Maths.	Certificates Application form Interview
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Office skills:</li> <li>• Administrative/ secretarial/ financial administration.</li> <li>•</li> <li>• Cash handling.</li> <li>• Teamwork.</li> <li>• School based administration and skills in reprographics</li> <li>• Experience of using schools systems</li> </ul>	Knowledge of Ofsted Safeguarding requirements	Interview Application form In tray exercise
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent written oral and communication skills.</li> <li>• Confidentiality.</li> <li>• Sensitivity.</li> <li>• Ability to work under pressure</li> <li>• People management skills.</li> <li>• School/office systems.</li> <li>• Honesty</li> <li>• Integrity</li> <li>• Humility</li> </ul>	Skills in devising timetables Skills and or experience in using Groupcall system	Application form Interview In tray exercise
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Friendly manner &amp; sense of humour.</li> <li>• Awareness of security/ Health and Safety issues.</li> <li>• Positive attitude to work</li> <li>• Adaptable and flexible</li> <li>• Excellent time management and organisational skills.</li> <li>• Able to use own initiative.</li> <li>• Understanding of the implications of Equal opportunities</li> <li>• To participate in</li> <li>• school/community events</li> <li>• A winning smile</li> </ul>	Application form Interview In tray exercise	