



# Job Specification

Inspire Partnership MAT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

<b>POST TITLE:</b>	Administrator
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<b>REPORTING TO:</b>	School Business Officer
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<b>GRADE:</b> G3 SCP 3 (April 2021)	<b>LOCATION:</b> Fitzwilliam Primary School
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<b>WORKING HOURS:</b> (Part time 32.5 hours) Monday to Friday 8:15 – 15:15
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## OVERALL PURPOSE OF THE POST:

To provide professional and efficient administration support, within Fitzwilliam Primary School under the direction of the School Business Officer.

To provide general reception duties for the school.

To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of all students.

<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<p>Educated to GCSE Level C in English and Mathematics.</p> <p>RSA Stage II Typing or equivalent.</p>	<p>Administrative related qualification</p> <p>Recognised ICT qualification (eg ECDL)</p>
<b>Knowledge &amp; Skills</b>	<p>Appreciation of need to maintain strictest confidence.</p> <p>Understanding of importance of Equal Opportunities and Health &amp; Safety at Work.</p> <p>Knowledge of operating office equipment including photocopier, scanner and laminator.</p> <p>Knowledge of reception environment.</p> <p>Knowledge of email and internet.</p> <p>Have excellent communication skills and an ability to relate to people at all levels (on particular pupils).</p> <p>Experience of word processing, spreadsheets, databases, Powerpoint and other computer based information systems.</p> <p>Willingness to be flexible.</p> <p>Willingness and commitment to Professional Development.</p> <p>Ability to be able to contribute to effective working of a group.</p> <p>To have the ability to remain calm under pressure.</p> <p>To have excellent attendance and punctuality.</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p> <p>Knowledge of child protection procedures.</p>	<p>Knowledge of and interest in primary sector education.</p>

<b>Experience</b>	<p>Experience of working in an office environment.</p> <p>Experience of working in a finance related role</p>	<p>Working within an educational setting.</p> <p>Finance related qualification</p>
<b>Physical Skills</b>	<p>General clerical skills involving use of keyboard and mouse</p>	
<b>Competencies and other skills required</b>	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</p> <p>Ability to identify own training &amp; development needs &amp; cooperate with means to address these seek learning opportunities</p>	

## **Responsibilities and Accountabilities :**

### **Financial/Payroll/HR**

- To be responsible for the day-to-day management of petty cash transactions completing a monthly reconciliation
- To be responsible for receiving cash for school trips, events or uniform and inputting onto the school cash system.

### **Organisation**

- Maintain a register of staff and governor training/CPD.
- Coordinate the efficient booking of CPD/training, as directed by the Headteacher
- Manage all staff and governor CPD including statutory training (safeguarding, first aid, food safety etc.) and organise renewal of this as & when necessary
- Maintain and keep up to date the SLT Ofsted Inspection Information files and the Ofsted Inspector files
- Manage and maintain/update the school website and social media feeds, ensuring information is up to date taking in consideration the needs of the school and child protection issues. Ensure the Trust house style is followed.
- Administer and maintain the target tracker pupil assessment system.
- Maintain the GB School Improvement Files ensuring they are kept up to date and accessible to governors.
- To order milk and fruit for pupils collecting payments where appropriate. Submit claim forms for those pupils eligible for financial support under the milk scheme.

### **Administration**

- Provide an efficient, professional and confidential service for all administrative tasks required by Headteacher
- Be responsible for the submission of relevant information to the Senior Team, the Governing Body and outside agencies e.g. EFA/DFE
- As directed by the Headteacher, produce relevant information for Ofsted and maintain in a central location and ensure accessible in the secure area of the website.
- Anonymise staffing data and reports, as required to be produced for Ofsted
- To undertake any other relevant administrative task as may be required.
- Ensure all statutory policies are uploaded to the Academy website in a timely manner.
- Provide general clerical/admin., support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

## **ICT**

- Manage and maintain/update the school website and social media feeds, ensuring information is up to date taking in consideration the needs of the school and child protection issues. Ensure the Trust house style is followed.
- Administration of iPads and iPhones (Including iTunes software) ensuring a smooth implementation liaising with the appropriate provider
- Administer the online calendar and email system ensuring passwords are updated on a regular basis and the systems are accessible for all staff.
- Administer and maintain the target tracker pupil assessment system.

## **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Assist in the collection, recording and banking of money in relation to school activities

## **Responsibilities**

- Be aware of and comply with 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

**Employees (Supervision):** None

**Financial:** None

**Physical:** Effective use of resources as determined by the Headteacher or Office Manager.

### **Customers and Clients:**

Provide face to face reception service dealing with children and visitors to the school e.g. parents.

Providing general information, advice and guidance on established internal school procedures.

**Working Conditions:** Mainly office based

**Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.**

**Date revised:** January 2020