

JOB DESCRIPTION

SCHOOL: Generic

GRADE: G5

JEM Reference No: 01-141

Enhanced DBS Required? Yes

JOB TITLE: Senior Administrator (no supervisory experience)

REPORTS TO: Headteacher (or other designated person)

1. PURPOSE OF JOB:

To oversee the administration support in school to enable smooth running of the function.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i To act as a personal assistant to the head.
- ii To provide comprehensive administrative support including filing, word processing and reprographics work. As well as administrative support in the interview, appointment and resignation of staff.
- iii To have responsibility for the SAP (or other records) system, maintain all accounts and provide reports and advise on improvements.
- iv To assist the headteacher in monitoring all school budgets and accounts throughout the year. Ensure income\expenditure is correctly recorded. Ensure that all budget records are maintained and up to date.
- v To assist the headteacher in ensuring appropriate provision and management advice and information and in the effective management of the school budget.
- vi To be responsible for receipting and banking all monies.
- vii To assist the headteacher with monitoring the effectiveness of services provided. E.g. buildings, grounds, premises, energy catering supplies and services.
- viii To administer the school fund, provide reports and ensure accounts are audited.
- ix To be responsible for the security of examination papers, bus passes etc. To ensure the office is kept tidy and confidentiality is maintained by clearing desks and switching off or locking computers at the end of the day.
- x To keep inventories of equipment and arrange, in liaison with the headteacher, the maintenance and/ or replacement of equipment, furniture and fittings.

NOTE: THE POSTHOLDER MAY ALSO BE REQUIRED TO CARRY OUT

TASKS CONTAINED IN THE FOLLOWING JOB DESCRIPTIONS:

ASSISTANT ADMINISTRATOR JOB DESCRIPTION

To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.

To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.

To assist in the arrangement of routine in school activities such as medical/dental examinations, school photographs and induction evenings etc.

To assist with the general administration of work experience, school trips etc.

To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.

To assist in the compilation, maintenance and analysis of registers.

To maintain such records as may be required, including admissions, leavers, staff and student records.

To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.

To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.

To input data onto computerized systems e.g. SAP/SIMS/Integris (or other database software) as required

ADMINISTRATOR JOB DESCRIPTION

To provide administrative support including filing, word processing, telephone messaging and reprographics work.

To attend meetings, take notes/formal minutes as required

To assist in the organisation of school activities/events.

To assist with the administration of press releases, provide administrative support for work experience, and for the appointment and resignation of staff.

To use computerized systems e.g. SAP/SIMS/Integris, or other databases, to input and manage data.

To arrange staff cover as required

If required, to assist with arrangements for the election of parent and teacher governors

	<p><i>To ensure the security of cash, checking and banking cash received, including where necessary keeping accounts.</i></p> <p><i>To assist in completion of reports as required by governors and external bodies involved with the school.</i></p> <p><i>To be responsible for the accuracy, completeness and validity of the payroll returns and for the payment of salaries and wages including PAYE, NIC and superannuation.</i></p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Work is carried out within a broad range of procedures and policies. Innovation may be used for example in identifying more effective ways in providing management information.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Regular contact with Headteacher and Governors in respect of Management Information.</p> <p>Contact with staff and pupils on day to day issues</p> <p>Some contact with external bodies.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Decisions are made in line with established alternatives and in consultation with the Headteacher.</p>
	<p>b) Consequences</p> <p>Impact on school which is likely to be quickly identified and remedied.</p>
7.	<p>RESOURCES</p> <p>Office equipment for example personal computer.</p> <p>May be required to handle cash.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Subject to interruption but with no significant change to the overall program of work.</p>
	<p>b) Physical Demands</p> <p>The postholder may spend prolonged periods of time sitting at a computer.</p>

	<p>c) Working Conditions</p> <p>General office environment. Well lit and well ventilated conditions.</p>		
	<p>d) Work Context</p> <p>Some contact with parent/carers on non-contentious matters. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Essential: 3 years relevant experience in a similar role, computer literate, and key board skills.</p> <p>Desirable: Relevant NVQ Level 3</p>		
10.	<p>GENERAL</p>		
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>		
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>		
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>		
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>		
	<p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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