

Job Description

Job Title	School Administrator		
Location	Whimble Primary School		
Reporting to	Headteacher		
Grade	E		
Effective date of JD	22.5.17	JE Job Number	G.0387

Job Purpose:

To ensure the smooth day to day operation of the Administrative service to the school. Maintaining and devising efficient and effective processes and procedures including overseeing and monitoring the use of the SIMS system.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- To ensure the smooth day to day operation of the admin service to the school, maintaining and devising efficient and effective administrative processes and procedures.
- To maintain standards appropriate to admin service requirements of the school via management of the administration team.
- To be personally responsible for producing reports (administrative and financial) and statistics on a regular basis.
- To ensure Health and Safety requirements are met.
- To be responsible for the management of an administrative team.
- To prepare budget plans with the Headteacher
- To oversee and monitor the operation of the finance systems through appropriate reporting and authorisation procedures.
- To authorise some orders, invoices and payments, and transfers between budgets working within a general framework of recognised procedures and deadlines
- To provide advice and guidance within established frameworks.
- To make decisions affecting the admin service provided to the school at a local level, based on own understanding of problems, from within the range of choices covered by established frameworks.
- Regularly redefine staff priorities in order to achieve deadlines required by those outside of the team

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	Managing a team	Full line management experience Experience as a trainee	◦
Experience	Recent office experience Experience of dealing with the public Good knowledge and understanding of Financial Procedures	Experience of working in a school office Experience of working with children	◦
Practical Skills	Accuracy (attention to detail) Excellent organisational skills Adaptable in approach to work	◦	◦
Communication	Excellent verbal and written communication skills for dealing with parents, pupils, teachers, Governors and outside agencies Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	◦
Personal Qualities	To behave in a professional manner when liaising with the school community. Able to deal with pressure. Ability to work as part of a team in a mutually supportive way Postholder needs to ensure confidentiality at all times	Ambassador for the school	◦
Strategic Thinking	Be able to meet deadlines whilst working within a general framework of recognised procedures and deadlines.	◦	◦
Technology / IT Skills	Computer literate/use of WORD and EXCEL Prioritise work and meet deadlines. FMS, SIMS, Knowledge of SIMS Confident with e-mailing and use of the internet		◦
Education and Training	Good Standard of Education to 'O' Level, GCSE or equivalent	IT and systems qualifications First Aid Certificate	◦
Equal Opportunities	Devon County Council and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards	◦	◦

1. Supervision and Management:

- To be responsible for the full line management of an administrative team – including appraisals
- Regularly redefine staff priorities in order to achieve deadlines required by those outside of the team
- To maintain standards appropriate to admin service requirements of the school via management of the administration team.
- Allocates and coordinates work of Admin Assistant part time
- Responsible for identifying and meeting any training needs of admin colleagues
- Leads and plans induction training.
- Provide up to date training for Administrative Assistant to use SIMS as appropriate to role.
- Allocation of work and quality control for admin team.
- Will conduct annual reviews for Administrative Assistant following Devon Appraisal scheme and set new targets.
- Oversees aspect of caretaker's role in regard to checks for managing legionella
- Organises rota and cover arrangements for Meal Time Assistants
- Would have strategic role in recruitment of members of administrative team
- Ensure the team is clear about roles and responsibilities and carry out additional duties required by Senior Administrator.
- Manage requests from teaching and non teaching staff in a way that these requests are carried out effectively and on time by the office team – this might include telling a member of staff that the office will be unable to complete the task due to other priorities.
- Monitor through regular discussion, and if necessary, amend the workload of the Administrative Assistant.
- Establishes clear areas of responsibility within administrative roles – who does what in the office?
- As appropriate, draw up detailed Job descriptions for Administrative Assistants in consultation with the Headteacher.

2. Creativity and Innovation:

- To ensure the smooth day to day operation of the admin service, maintaining and devising efficient and effective administrative processes and procedures
- Reviewing and amending existing procedures to ensure efficiency
- Proposing changes to established practice e.g. to meet specific standards
- Ensure that Admin ICT systems are used to their full effectiveness.
- To set up and maintain a good folder management system to ensure files are easily retrievable.
- Improving communication systems e.g. streamlining the monthly monitor to be more informative for Governors.

- Improving financial procedures and reporting e.g. liaising with auditor to improve monthly monitoring and tracking of Unofficial Voluntary School Fund.
- Keeping the Headteacher informed of necessary updates and introduction of new policies related to administration, e.g. UVF guidance
- Redesigning supply sheets and other paperwork and systems in line with county procedures.
- Organising Meal time Assistant rota and making short notice changes to ensure good service delivery and best value. This also includes making sure they are informed of duty areas around school on a daily basis.
- DSE (display screen equipment) and VDS assessor for the school, identifying staff at risk, completing risk assessment. DSE Training required.

3. Links with other officers, Service users or Members of the Public:

- To make decisions affecting the admin service provided to the school at a local level, based on own understanding of problems, from within the range of choices covered by established frameworks.
- Offer routine local advice and guidance on use of telephone system. Have a good working knowledge of SIMS, liaise with website company and staff to keep website up to date, liaise with SCOMIS technician to inform of faults and essential action needed.
- Liaison with School nurse
- Attend local administrator group to receive information and training regarding latest developments and initiatives.
- Liaise with PTA, photographer,
- Offer direct help to parents and staff
- Attends Gobs meetings if necessary to present financial information.
- Liaison with Interserve as part of managing legionella – and other Devon approved contractors
- Work alongside auditor, finance officer, etc.
- Run admissions list and maintain liaison with County Admissions Team.
- Liaison and negotiation of competitive rates with supply agencies.
- To accept lettings within policy determined by the Governing Body.
- To liaise with the Headteacher (H&S coordinator) in the monitoring of H&S issues in the office.
- Provide routine personnel advice in consultation with Headteacher.

4. Levels of Responsibility:

- To be personally responsible for producing reports and statistics (administrative and financial) on a regular basis.
- Ensuring aspects of Health and Safety are met.
- To oversee and monitor the operation of the finance systems through appropriate reporting and authorisation procedure
- To provide advice and guidance within established frameworks

- To manage and maintain the schools computerised records.
- Ensure ICT upgrades are successful.
- Maintain pupil lists.
- Produce/generate reports related to attendance, finances, breakdown of costs for specific budget lines.
- Responsibility for attendance registers and liaising with Educational Welfare Service for register audits.
- To provide the Headteacher with data when staff absences hit a trigger point in line with policy.
- Produce CTF files for export.
- To prepare information for management reports and statistical returns (PLASC).
- To maintain safe storage of personal pupil records.
- To monitor security during remote access to computerised systems (e.g. during upgrades).
- Ensure that all agreed school data (staff and pupil absence, parent data, SEN and other pupil information) is up to date on SIMS and procedures are in place for systematic collection of this data.
- To be responsible for up-to-date completion and management of the school inventory and staff key distribution.
- Keep up to date with new initiatives and changes to computerised Local Authority budget setting procedures and make recommendations to Headteacher.
- Prepare and maintain pupil records - SIMS
- To take remedial action if any H&S issues arise, providing Headteacher with details of approved contractors and requesting quotes.
- To maintain a safe working environment.
- Arrange intruder alarm/extinguisher/emergency lighting services and report faults to Headteacher and service companies.
- Keep two way radios charged and available for use by staff off site.
- To ensure that the provisions of the Health and Safety at Work Act are observed, accident forms are properly completed, fire precautions are observed, managing legionella checks are conducted etc.
- DSE (display screen equipment) and VDS assessor for the school, identifying staff at risk and completing risk assessment.
- Monitor, manage and maintain DBS records.
- Keep up to date with and amend school practice in line with safeguarding requirements.
- Responsible for inputting monthly budget monitor into a simple table which highlights "headline" variances for Govs.
- Alongside Headteacher, ensure finance standards are met and liaise with chair of F&B Gov. committee as appropriate.
- Ensure good practice in line with HR and finance guidance is maintained
- Alongside the Headteacher produce three year budget plan and complete LA form for annual return.

- Produce regular budget reports for staff for residentials
- To be responsible for managing and maintaining computerised (and manual) financial records.
- Diarise and produce salary statements for teaching staff.
- Prepare regular financial reports for the Headteacher.
- Following Local Authority budget workshop for Headteachers and Administrators, set up initial annual budget for Headteacher to “fix”,
- Prepare monthly monitor, track and report upon expenditure against budget records to Headteacher.
- Maintain separate accounts as required (e.g. Unofficial Voluntary Fund - UVF, E10)
- Prepare estimates and costings as directed by Headteacher.
- Process orders, requisitions and invoices.
- Day to day responsibility for managing UVF's
- Ensure regular weekly, termly and annual tasks are diarised and systems are in place to ensure that they are carried out effectively.
- Facilitate agreed fundraising activities.
- Sign for parcels and letters, receipt of goods.
- Collate information for Governors and Headteacher.
- Pass on information to parents, e.g. free school meals, Charging and Remissions policy, etc.
- Administer payroll procedures.
- Maintain and manage supply staff booking and payment arrangements.
- Deliver staff appointment procedures in line with statutory safeguarding standards and Devon guidance and policies.
- Responsible for backing up data on a daily basis.
- Responsible for the organisation and management of the Single Central Record (for safeguarding.)
- Ensure collection, storage and organisation of personnel information is in line with statutory requirements.
- Monitor, manage and maintain DBS records.
- Keep up to date with and amend school practice in line with safeguarding requirements.
- Managing and coordinating letting procedures in line with DCC policy – updating charges, liaising with organisations, sending letters, issuing invoices etc.

5. Effects of Decisions:

- The outcome of decisions will relate to the quality of the administration service provided. Decisions will include reviewing systems and may change the way that people work or the way in which the service is delivered
- To make decisions affecting the admin service provided to the school at a local level, based on own understanding of problems, from within the range of choices covered by established frameworks

- Authorises some orders, invoices and payments and transfers between budgets working within a general framework of recognised procedures and deadlines.
- Financial saving by sourcing cheaper services CAN network, photocopier, paper supplies in line with Devon Finance policy.
- Financial saving by tracking bills and demanding credit notes, temporarily cancelling services e.g. rubbish collection over holidays
- Smoother and more efficient systems save time
- Reorganisation of financial systems to improve accountability and communication
- Make decisions about office expenditure – orders all authorised by Headteacher
- Analyse expenditure of administrative and utility budgets and report to Headteacher termly.
- Be aware of all policies and procedures affecting the working of the office.
- Staff appointments and volunteers meet statutory safeguarding standards.

6. Resources:

- To authorise some orders, invoices and payments, and transfers between budgets working within a general framework of recognised procedures and deadlines (Headteacher authorises)
- Financial – the role requires direct accountability for the accurate handling/security of cash and cheques – generally small sums.
- Plant equipment – the postholder is directly responsible for the proper use and safe- keeping of equipment e.g. admin software packages, admin PC and inventory of equipment across school.
- Data systems- the postholder is directly responsible for the use, manipulation and safekeeping of data systems.
- The postholder is directly responsible for the proper use and safekeeping of the administrator's office
- Has set up new inventory system and keeps updated.
- Cash sum handled maximum £500
- Data systems
- Stock – uniform maximum £700
- To supervise the receipt of cash.
- To administer supply teaching cover and maintain an oversight of returns and costings
- To ensure safeguarding practices are in place regarding supply staff and induction packs
- Reconcile financial records
- Administer school dinner money collection
- To be responsible for maintaining and managing personnel administration and systems including the custody of personnel records.
- Process orders requisitions and invoices

- Prepare financial reports for Headteacher

7. Work Demands:

- Manage the operation of the finance systems through appropriate reporting and authorisation procedures. Interruptions will typically result in changes to work activity, priorities and problems. Such changes will occur on a daily basis.
- Has deadlines to meet such as PLASC, end of year returns, admissions etc.
- Range of streams of work within the job
- Prepare budget plans for the Headteacher – set up initial budget for Headteacher to “fix”, prepare monthly monitor, setting expenditure for annual budget
- Ensure that all agreed school data (staff and pupil absence, parent data, SEN and other pupil information) is up to date on SIMS and procedures are in place for systematic collection of this data.
- To provide the Headteacher with data when staff absences hit a trigger point

8. Physical Demands:

Physical effort will include sitting, standing, normal office duties but significant use of ICT – keyboarding

The postholder uses computer system on a continuous basis. A high amount of keyboard usage is a primary requirement of the job (e.g. data input, word processing)

9. Working Conditions:

Indoors – office environment.

10. Work Context:

Working on reception and managing staff working on reception.
Regular contact with members of the public

11. Knowledge and Skills:

Managerial/professional experience required.

Training and qualification to be the DSE (display screen equipment) and VDS assessor for the school, identifying staff at risk, completing risk assessment.

Requires a good standard of practical experience and skill level gained from several years' financial or administrative experience in a supervisory capacity.

Detailed/specialist discipline requiring a sufficient depth of knowledge and skills acquired through recognised training and or length of relevant service.

Good knowledge of all common software applications.

Good problem solving ability – looking for a range of solutions before informing senior staff.

Knowledge of statutory and Devon model policies e.g. finance.

Statutory requirements for Safeguarding - DBS, Single Central Record, etc.

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager:_____ **Date:**_____

Head of Service/Headteacher_____ **Date:**_____

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment	✓	
Electricity – fixed / portable	✓	
Manual handling		
Verbal / physical abuse		
Work equipment		
Fire		
Environmental		
Isolation / lone-working	✓	
Slips, trips & falls		
Chemical		
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other		