



Job Description

4.3a Admin - 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

Organisation

- Deal with complex reception / visitor etc. matters
- 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
- 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 e.g. Welsh translation
- Provide administrative and organisational support to the governing body e.g. Welsh translation
- 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 and supplies within an agreed budget, cataloguing resources and undertaking audits as requires
- 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 and assist with the development of policies and procedure 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
- Be clerk to the Governing Body (Six evening meetings a year - additional remuneration to be agreed.)

Experience

- Experience of development, management and operation of administrative systems

Qualifications / Training

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Very good numeracy / literacy skills

Knowledge / Skills

- Effective use of ICT packages and other specialist equipment / resources
- Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

VERIFICATION

Date of implementation of evaluation:

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I agree that this a true and proper reflection of the job.

SIGNED:

(Postholder)(Date)

SIGNED:.....

(Headteacher)(Date)