



JOB DESCRIPTION

SCHOOL: Fairfield Primary School

POST TITLE: Administration Level 4

GRADE: G (SCP 9 - 12)

REPORTS TO: School Business Manager/Headteacher

MAIN PURPOSE: Under the guidance of senior staff be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services and have additional responsibility for supervision and finance.

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TASKS:

Organisation

- Everyday welcoming of parents, pupils and community visitors.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events
- 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
- Complete and submit forms, returns etc, including those to outside agencies.

Resources

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide support and guidance for staff, pupils and others
- Assist with procurement and funding
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake financial administration procedures
- Assist with planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities

- To work alongside the administration team to support the daily functioning of school.
- To work in partnership with the School Business Manager to support the financial management of the budget.
- To organise and manage the school residential paperwork.
- To organise and manage Nursery admissions and the school admission administration.
- To support staff with booking trips and managing events.
- To manage and co-ordinate supply cover after staff absence.
- To administer first aid to children alongside the office team. For those without the qualification, school will support you obtain.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Administration Level 4

GRADE: G (SCP 9 - 12)

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| | Essential | Desirable |
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| QUALIFICATIONS/ TRAINING: | <ul style="list-style-type: none"> • NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience • Willingness to participate in training and development opportunities | <ul style="list-style-type: none"> • First Aid training • NVQ 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM) |
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| EXPERIENCE: | <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems | <ul style="list-style-type: none"> • Experience of working in a school environment • Staff supervision • Payroll/finance experience |
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| SKILLS/ KNOWLEDGE: | <ul style="list-style-type: none"> • Good numeracy/literacy skills • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to relate well to children and adults • Very good communication skills • 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 • Ability to supervise staff • Ability to assist with planning, monitoring and evaluation of budget | <ul style="list-style-type: none"> • Appropriate knowledge of First Aid • Knowledge of and ability to complete statistical returns • Analytical and problem solving skills |
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| PERSONAL ATTRIBUTES: | <ul style="list-style-type: none"> • Friendly and approachable manner • Self motivated • Flexibility • Professional approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school | |