

## **Person Specification: Level 3 School Administrator**

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Experience &amp; Training</b>	
<p>NVQ 3 or equivalent qualification or experience in relevant discipline</p> <p>Very good numeracy / literacy skills</p> <p>Experience of development, management and operation of administrative systems</p> <p>Good keyboard and ICT skills</p>	<p>Experience of working in a school</p> <p>Experience of electronic financial management systems and SIMS</p> <p>Experience of handling cash and cheques in a school or similar setting</p> <p>First aid training</p>
<b>Personal Characteristics</b>	
<p>A good team player</p> <p>Very well organised</p> <p>Very calm and patient under pressure</p> <p>Hard-working, energetic and enthusiastic</p> <p>Adaptable and flexible</p> <p>Willing to learn</p> <p>An Optimistic Problem Solver</p> <p>Committed to promoting and safeguarding the welfare of all children and aware of what you can do to achieve this.</p>	<p>Commitment to further their own professional development</p> <p>Self aware &amp; Perceptive</p> <p>Creative &amp; imaginative</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>
<b>Knowledge, Understanding and Skills</b>	
<p>Very good interpersonal skills;</p> <p>Able to relate very well to adults and children;</p> <p>Able to take initiative;</p> <p>Confident in a wide range of ICT skills including word processing, spread sheets and management information systems.</p>	<p>An understanding of school roles and responsibilities and your own position within these</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</p>

## **SCHOOL ADMINISTRATOR - ADMINISTRATION & ORGANISATION**

**SCHADMIN 3** - 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.

### **TASKS**

#### ***Organisation***

- Deal with routine and 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 (e.g. SIMS, attendance & registration, dinners)
- 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
- Organise cover for absent staff at the request of the HT
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Undertake the administration of Payroll systems

#### ***Resources***

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- 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 with and assist with the development of policies and procedures relating to child protection, first aid, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Provide first aid and keep records of such and of accidents
- 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

**The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.**