

BISHOP HOGARTH CATHOLIC EDUCATION TRUST

<u>POST TITLE:</u>	SCHOOL ADMINISTRATOR
<u>GRADE:</u>	Grade 4 (5-8)
<u>REPORTING RELATIONSHIP</u>	To the Headteacher
<u>JOB PURPOSE:</u>	Under the direction/instruction of senior staff, undertake basic administrative and reception duties such as filing, photocopying and distribution of mail.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. To undertake reception duties, answering routine telephone calls and face to face enquiries
2. Assist with pupil First Aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
3. Assisting with arrangements for visits by any professionals, school nurse, photographer etc
4. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completion of routine forms, writing letters
5. Maintain manual and computerised records/management information systems, such as SIMS and SCR.
6. Undertake and organise for safeguarding checks such as DBS.
7. Complete the school Census at appropriate times across the year
8. Organise quotes and work plans
9. Monitor attendance and organise letters and coordinate meetings with parents and LA
10. Undertake typing, word-processing and other IT based tasks
11. Sort and distribute mail
12. Undertake routine administration e.g. registers/school meals
13. Operate office equipment e.g. photocopier, computer

14. Arrange orderly and secure storage of supplies
15. Undertake basic finance tasks e.g. monitoring our payment system and setting up payments for trips etc.
16. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
17. Be aware of and support difference and ensure Equal Opportunities for all
18. Contribute to the overall ethos/work/aims of the school
19. Appreciate and support the role of other professionals
20. Attend and participate in relevant meetings as required
21. Participate in training and other learning activities and performance development as required
22. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
23. Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – SCHOOL ADMINISTRATOR

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Induction/basic skills	AF,C	D1	Relevant HE qualification	I, R
	E2	Willingness to participate in training and development opportunities	AF,	D2	NVQ Level 2	AF, C
Experience & Knowledge	E3	General clerical/administrative work	AF,R,I	D3	Word Processing / Typing Qualification (i.e. RSA)	AF, C
	E4	Experience of working as part of a team	AF,R,I	D4	Awareness of child protection issues	AF,R,I
	E5	Knowledge of Data Protection requirements and understanding of confidentiality	AF, R,I	D5	Experience of working in a school/academy environment	AF,R,I
Skills	E6	Ability to relate well to children and adults	R,I	D6	Experience of face to face and telephone reception duties	AF, R
	E7	Ability to work successfully as part of a team	R,I			
	E8	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I			

	E9	Ability to maintain accurate records	R,I			
	E10	IT Literate, capable of using MS office packages; specifically Word and Excel	AF,R,I			
Personal Attributes	E11	Participate in development and training opportunities	R,I			
	E12	Ability to abide by School policies and procedures	R,I			
Special Requirements	E13	Willingness to support the Christian ethos of the College	AF, I	D6	Practicing Roman Catholic	AF, I
	E14	Motivation to work with children	AF,R,I			
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I			
	E16	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I			
	E17	Suitability to work with children	D			
	E18	An ability to fulfil all spoken aspects of the role with confidence through the medium of English.”	AF, I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references