



## Children's and Young People's Service

### The Ribblesdale Federation of Schools

#### JOB DESCRIPTION

<b>POST: SCHOOL ADMINISTRATOR</b>	
GRADE: Grade C/D (scp 3 - 6)	
RESPONSIBLE TO: School Admin Officer / Business Manager/ Headteacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 2
<b>JOB PURPOSE:</b>	To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties depending on the size of the school.
<b>JOB CONTEXT:</b>	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken  Enhanced DBS clearance required
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Provision of administrative, clerical and secretarial duties as required.</li> <li>• Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g, for the school's Governing Body / Financial Management Committee.</li> <li>• Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.</li> <li>• Take minutes at various meetings as required.</li> <li>• Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices.</li> <li>• Make arrangements for school lettings.</li> <li>• Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out.</li> <li>• Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book.</li> <li>• Make appropriate decisions to problems/issues when they arise within the office.</li> <li>• Report concerns and obtain support for any issues raised.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist teaching and non-teaching staff with administrative queries</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors</li> </ul>
Resource/People management	<ul style="list-style-type: none"> <li>• Assist senior staff with budget preparation and revision as necessary.</li> <li>• Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher</li> <li>• Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc.</li> <li>• Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders</li> <li>• Assist in the induction of new employees</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher</li> <li>• Participate in the school's performance management scheme</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>• Maintain and update accurate computerised and manual records as required</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	

## PERSON SPECIFICATION

### JOB TITLE: School Administrator (Grade D)

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of administration, MIS and office systems</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Clerical or administrative experience</li> <li>• Microsoft Office suite of programs</li> </ul>	<ul style="list-style-type: none"> <li>• Finance experience</li> <li>• Knowledge of EY Funding</li> <li>• Supervisory experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Good written and verbal communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Judgemental skills</li> <li>• Problem solving skills</li> <li>• Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Budget management skills</li> <li>• Knowledge of Health &amp; Safety requirements</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent</li> <li>• Level 2 IT Qualification eg Clait Plus, ECDL or L2 Word Processing</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• Ability to work to deadlines and prioritise own workload</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.