

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL

POST TITLE

ADMINISTRATOR

GRADE

LEVEL 1

RESPONSIBLE TO

MAIN PURPOSE

To provide routine general clerical, administrative, financial support to the school under the direction / instruction of senior staff.

MAIN DUTIES

Administration

Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.

Provide routine clerical support e.g. reprographics, photocopying, filing, emailing and completing routine forms.

Maintain manual and computerised records and/or management information systems.

Sorting and distributing the internal and external mail.

Provide routine clerical support in relation to examination invigilation as and when required.

Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus etc.

Organisation

Undertake reception duties, answering routine telephone and face to face enquiries and signing visitors in and out.

Assisting with arrangements for visits by school nurse, photographer etc.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.

Resources

Operate office equipment e.g. computer, photocopier etc. in accordance with manufacturers instructions.

To arrange the orderly and secure storage of school supplies e.g. stationery.

Undertake routine general financial administration e.g. collection and accurate recording of dinner money, school trip money, charity events, operation of 'shops' within school etc.

Support for the School

Be aware of and comply with school policies and procedures 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 to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.

Team working

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.

Organisational Awareness

Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

Adaptability

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

Use of technology

Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc.) Has a willingness to remain proficient as the technological needs of the school change.

Professional Values and Practice

Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration. Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience of general clerical/administrative work.
Appropriate knowledge of First Aid.
Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English.
NVQ Level 2 in Business Administration/ Customer Service or equivalent qualification or experience.
Requirement to complete Support Staff Induction Programme.
Requirement to complete Appointed Persons First Aid at Work training.

Date Issued	Line Manager Signature	Employee Signature