

## METROPOLITAN BOROUGH OF KNOWSLEY

### SCHOOL

### POST TITLE

ADMINISTRATOR

### GRADE

LEVEL 2

### RESPONSIBLE TO

#### MAIN PURPOSE

To provide general, administrative and financial support to the school under the instruction/guidance of senior staff.

#### MAIN DUTIES

##### Administration

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

Provide general admin support e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence.

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

Maintain and collate pupil reports including PLASC information and that routinely required by the local authority and DfES.

Take notes at meetings and circulate to attendees e.g. staff meetings.

Sorting and distributing the internal and external mail.

Undertake routine administration of school lettings and other uses of school premises.

Undertake clerical support in relation to examinations and assist in 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 general telephone and face to face enquiries and signing visitors in and out.

Make arrangements for school trips, visits by the school nurse, photographer, linked schools, parents etc.

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

To co-ordinate the School's diary including the arrangement of meetings, appointments etc.

##### Resources

Undertake general financial administration e.g. processing orders/payments, petty cash etc, preparing statements for individual budget holders.

Operate office equipment e.g. photocopier and ICT packages (word, excel etc.) in accordance with manufacturers instructions.

Maintain stock and supplies of resources, cataloguing and distributing as required.

Operate uniform, snack or other 'shops' within school.

Provide general advice and guidance to staff, pupils and others.

Arrange supply cover for absent staff under the direction of the Headteacher or their designated representative.

### **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**

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

### **Team working**

Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

### **Organisational Awareness**

Keeps up to date on changes / new developments in own and others areas of the schools activities and their impact on the schools performance.

### **Adaptability**

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

### **Use of technology**

Is able to use and understands the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and 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 work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice. Ability to improve your own practice through observations, evaluation and discussion with colleagues.

**Experience & Knowledge**

Experience of clerical/administrative/financial work.  
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.  
Appropriate knowledge of First Aid.  
Basic awareness of inclusion, especially within a school setting.

**Qualification & Training**

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.  
NVQ Level 3 in Administration 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