



**JOB TITLE** School Senior Administrator Level 3 (Supervisory)\_\_\_\_\_ **JOB NO** ADM3\_\_\_\_\_

**SERVICE AREA** Schools\_\_\_\_\_ **SECTION** Education Support\_\_\_\_\_

**LOCATION**\_\_\_\_\_ **GRADE** G5\_\_\_\_\_ **SCP's** 009 - 017\_\_\_\_\_

## PURPOSE OF JOB:

Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services

## RESPONSIBILITY LINKS

Reports to:

Responsible over: Supervise junior members of staff

## SPECIAL CONDITIONS:

## MAIN ACTIVITIES:

### Organisation

- Deal with complex reception/visitor, etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events, etc.
- Regularly supervise, train and develop staff

### Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Reviewing child case notes and liaising with parents and guardians
- Provide personal, administrative and organisational support to other staff
- 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, eg 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, parents and others by telephone or in person
- 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, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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



<b>Job No:</b> ADM3			<b>Job Title:</b> School Senior Administrator Level 3 (Supervisory)			<b>Grade:</b> G5		
<b>Service Area:</b> Schools			<b>Section:</b> Education Support					
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.						Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T		<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-								
Effective use of ICT and other specialist equipment/resources								
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation								
Very good ICT skills								
Ability to relate well to children and adults								
Work constructively as part of a team, understanding school roles and responsibilities and own position within these								
Ability to self-evaluate learning needs and actively seek learning opportunities								
An awareness of, and commitment to, equality of opportunity						I		
<b>Experience:</b> specify type, level and length required; if any.								
Experience of development, management and operation of administrative systems								
<b>Qualification:</b> specify type and level required (including equivalents); if any.								
NVQ 3 or equivalent qualification or experience in relevant discipline								
Very good numeracy/literacy skills								
<b>Prepared by:</b> name			<b>Date:</b> 2013					