

JOB DESCRIPTION

SCHOOLS: Generic

GRADE: G4

JEM Reference No: 01-101

Enhanced DBS Required? Yes

JOB TITLE: Administrator

REPORTS TO: Senior Administrator (or other designated person)

1. PURPOSE OF JOB:

To provide administrative support to ensure the smooth running of the school.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i To provide administrative support including filing, word processing, telephone messaging and reprographics work.
- ii To attend meetings, take notes/formal minutes as required
- iii To assist in the organisation of school activities/events.
- iv To assist with the administration of press releases, provide administrative support for work experience, and for the appointment and resignation of staff.
- v To use computerised systems e.g. SAP/SIMS/Integris, or other databases, to input and manage data.
- vi To arrange staff cover as required
- vii If required, to assist with arrangements for the election of parent and teacher governors
- viii To ensure the security of cash, checking and banking cash received, including where necessary keeping accounts.
- ix To assist in completion of reports as required by governors and external bodies involved with the school.
- x To be responsible for the accuracy, completeness and validity of the payroll returns and for the payment of salaries and wages including PAYE, NIC and superannuation.

NOTE: THE POSTHOLDER MAY ALSO BE REQUIRED TO CARRY OUT TASKS CONTAINED IN THE FOLLOWING JOB DESCRIPTIONS:

ASSISTANT ADMINISTRATOR JOB DESCRIPTION

To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics

	<p><i>work and data input.</i></p> <p><i>To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.</i></p> <p><i>To assist in the arrangement of routine in school activities such as medical/dental examinations, school photographs and induction evenings etc.</i></p> <p><i>To assist with the general administration of work experience, school trips etc.</i></p> <p><i>To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.</i></p> <p><i>To assist in the compilation, maintenance and analysis of registers.</i></p> <p><i>To maintain such records as may be required, including admissions, leavers, staff and student records.</i></p> <p><i>To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.</i></p> <p><i>To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.</i></p> <p><i>To input data onto computerized systems e.g. SAP\SIMS/Integris (or other database software) as required.</i></p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>May be required to assist with induction of new employee's and act as mentor.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Work generally within set procedures and guidelines, occasional use of creativity in the solving of routine problems.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Daily contact with teachers and staff at the school. Regular contact with pupils. Contact with external agencies for example payroll.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Work is within clearly defined rules and procedures limited opportunity for decision making.</p>

	<p>b) Consequences</p> <p>Impact would be on individual or group at the school for example inaccurate returns to payroll; this would be easily identified and quickly remedied.</p>						
7.	<p>RESOURCES</p> <p>The postholder will be responsible for personal computer security of cash.</p>						
8.	<p>WORK ENVIRONMENT</p>						
	<p>a) Work Demands</p> <p>The post is subject to interruptions, tasks are interchangeable and interruption would not impact on the overall program of tasks.</p>						
	<p>b) Physical Demands</p> <p>There may be prolonged periods of working on a computer.</p>						
	<p>c) Working Conditions</p> <p>Well lit/ventilated office environment.</p>						
	<p>d) Work Context</p> <p>Some contact with the parent/carers and children on non-contentious matters. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>						
9.	<p>KNOWLEDGE AND SKILLS</p> <p>A minimum of one year's experience in a similar role. IT Literate, keyboard skills. Desirable: 2 years experience, CLAIT or relevant NVQ Level 2.</p>						
10.	<p>GENERAL</p>						
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>						
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>						
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>						
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>						
	<p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>						
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Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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