

## Job Description

<b>Position Title</b>	School Administrator		
<b>Location</b>	Newton Poppleford primary School		
<b>Reporting to</b>	School Administration Manager		
<b>Directorate/Section</b>			
<b>Effective date</b>	1 <sup>st</sup> May 2025		
<b>Grade</b>	C	<b>Job Number</b>	G.0384

### Job Purpose:

The main purpose of the job is to provide an efficient and effective administrative service to the school.

This role requires the ability to fulfil all spoken and written aspects of the role with confidence and fluency in English.

This document outlines the duties to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

At Newton Poppleford Primary School we strongly recognise the need for vigilant awareness of safeguarding issues and promoting the welfare of children. All staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and Governors should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning in line with current legislation and guidelines

### Main duties and responsibilities:

- To assist the School Administration Manager in the provision of efficient and effective administration and clerical support services across the school, including our Breakfast/Twilight club and pre-school.
- Assisting the Headteacher and School Administration Manager as required
- To provide a welcoming and helpful reception service for families, pupils, staff and visitors
- For signing in visitors, ensuring compliance with our processes and procedures for safeguarding and health & safety.
- Responsible for general clerical and administrative tasks, including; school reception, record keeping, photocopying and scanning, collating of reports and documents, word-processing, answering telephones, maintaining filing systems and records, maintaining the school diary, web site and Facebook account and responding to parent queries/general emails from colleagues, members of the public and outside agencies.
- To maintain school dinner monies and registers, club and school trip funds and ensure security of funds including regular banking of cash and cheques.
- Administration of medicine to pupils as required including management of associated paperwork.

- Maintain accurate pupil records, arrange transfer of pupil records when pupils arrive or leave the school, including preparation and transfer of CTF records.
- Keeping a check on stock levels, processing orders for goods and services required and recording in the school finance system.
- Maintain pupil attendance records and generate reports for persistent absentees for the Headteacher.
- Assistance with Health and Safety, including reporting of accidents on Oshens.
- Complete necessary returns for the local authority and DfES as required by the School Administration Manager
- Provide cover for other members of the admin support team.

### **Pupil Data**

- Ensure daily pupil attendance registers in Bromcom are completed at 08:50 by classes and checking up on missing pupils with no reason provided for absence, before 10:00.
- Keeping pupil information up to date in Bromcom.
- Ensuring the necessary permission forms for every child are held and recorded and updated as required.
- Maintaining medicine and allergy lists and ensure distribution to relevant staff.

### **Finance**

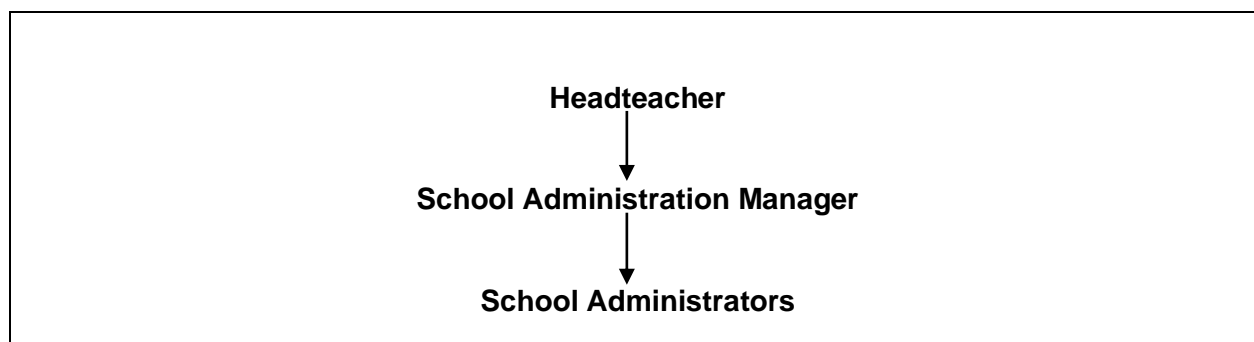
- Manage pre-school finances; produce forecasts for the School Administration Manager, invoice parents and produce the termly Headcount
- Complete order requisitions
- Set up payment requests for school trips etc as necessary
- Process parent payments

### **Support the School**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and using these to advise and support others
- Respecting confidentiality
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings and participate in training opportunities and professional development as required.
- Promoting the school at all times

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management	N/A	N/A	
Experience	Experience of administration work	Experience of school administration work	Application
Practical Skills	Well organised, ability to multi-task. Good team worker, along with ability to use own initiative and work independently and flexibly where required.	Have a go attitude.	Reference
Communication	<ul style="list-style-type: none"> <li>A good communicator with young people, and with adult volunteers and staff.</li> <li>Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>		Interview
Personal Qualities	<ul style="list-style-type: none"> <li>Use own initiative and is self-motivating. Pleasant, approachable and friendly persona.</li> <li>Clear enhanced CRB</li> </ul>	Eagerness to learn and develop skills.	Interview and reference
Strategic Thinking		Able to consider necessary planning for future developments	interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>Good ICT skills – be able to use a range of IT systems. Able to use the website/email for communication.</li> </ul>	Knowledge of Bromcom or another MIS system, other school systems.	Application, interview
Education and Training	GCSE in English and Maths	NVQ 2 or above in Business Administration	Application
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		

**Structure chart**

**1. Supervision and Management:**

No supervision or line management responsibilities.

**2. Creativity and Innovation:**

The job holder will ascertain all relevant information from members of the public who have a query, to ensure that it is dealt with efficiently.

Work will be carried out within set procedures, but the job holder may require some creative skills to resolve routine problems.

**3. Contacts and Relationships:**

The post holder will need to communicate regularly with staff and volunteers to ensure the smooth running of the school.

The job holder will communicate with members of the public in writing, via email, telephone or face to face. Good communication skills will be required to ascertain the best outcome and a friendly and polite manner will be required at all times.

Contact is maintained with other Devon County Council services to ensure the smooth running of the services that are provided i.e SEND.

The post holder will need to liaise with the School Administration Manager and the Headteacher to ensure that necessary tasks are completed.

**4. Decisions - Discretion:**

Not responsible for the work of others. Would work within laid down procedures and readily understood rules but need to deal with routine problems and information exchange. Decisions will be made from a range of established alternatives. Little autonomy – not expected to take responsibility.

Can often determine own priorities but will be expected to seek guidance to resolve more complex issues.

**5. Decisions - Consequences:**

The post holder will discuss any proposed changes with senior staff.

They will communicate arrangements for events, visits etc and ensure that everyone involved knows the arrangements and can make plans accordingly.

**6. Resources:**

The post holder is responsible for cash taken for dinner monies, uniform purchases, school trips etc. This includes recording payments against child, counting and banking funds received.

The post holder is responsible for ensuring that the stationery and teacher resources cupboard remains well stocked for the day to day running of the school.

They will be responsible for the proper use and safekeeping of any equipment that is used by themselves such as PCs and telephones.

## **7. Work Demands:**

The post holder is responsible for all administration needs and will need to liaise with the School Administration Manager.

The post holder will need to be able to plan, organise and direct their own time to ensure that work is completed on time and to the required standard.

There may be regular interruptions by staff and members of the public as the office provides support to internal customers (employees) as well as a reception facility for members of the public, contractors, outside agencies etc. The ability to switch between tasks, remain calm and be able to prioritise is very important.

There may be times when the job holder maybe asked to support other members of staff to ensure deadlines are met.

The job holder will also deal with numerous telephone calls daily. They will either deal with the request directly or a message will be taken and passed on to the person concerned to action.

## **8. Physical Demands:**

The post holder needs to be able to move around quickly and easily around the school, carry light equipment.

The job will require normal physical effort to carry out tasks such as data input, word processing, creating and maintaining spreadsheets in Excel and responding to email correspondence.

There may be some lifting involved when checking off deliveries of orders.

## **9. Working Conditions:**

The post holder will have their own desk in the school office. Staff facilities for making drinks and refreshments are available within the staffroom. School dinners may be purchased from the kitchen manager.

The post holder is responsible for liaising with appropriate staff should there be any issues which need addressing.

The risk of violence or injury is considered to be low.

## **10. Work Context:**

The potential for injury is low. The post holder will need to be aware of manual handling and will have contact with the public through communication with parents, volunteers and visitors.

## **11. Knowledge and Skills:**

[illegible]

**Health & Safety:**

Potential Hazards	Applicable to this job? (✓)	Action to be taken	
Display Screen Equipment	✓	DSE assessments through Oshens	
Electricity – fixed / portable	✓	PAT tests kept up to date	
Manual handling	✓	Training as required	
Verbal / physical abuse	✓	Ensure J/H is familiar with appropriate policies & procedures	
Work equipment	✓	Ensure J/H is familiar with all equipment and its proper usage and maintenance	
Fire	✓	Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)	
Environmental			
Isolation / lone-working	✓	Ensure J/H is familiar with appropriate policies & procedures	
Slips, trips & falls	✓	Ensure J/H is familiar with appropriate policies & procedures	
Chemical			
Working with Vulnerable persons			
Premises related			
Transport risks			
Working at heights	✓	Training as required	
Other hazards not identified above			

**Signatures**

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:**\_\_\_\_\_ **Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Service/Head teacher:**

**Name:**\_\_\_\_\_ **Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_