

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: **Our Lady Star of the Sea CPS**

Post: ADMINISTRATOR

Grade: LEVEL 2 - Grade C – JE No. A1618

MAIN PURPOSE

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

MAIN DUTIES

Administration

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

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

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

Maintain and collate pupil reports using school database, 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 routine administration of the School Payroll system, to record staff absences.

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.

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

To provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to correspondence.

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

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

Resources

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

Operate office equipment, e.g. photocopier; fax machine etc, 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.

To collect and accurately record money for trips, after school club, charity events and school dinners.

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.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

<u>Prepared by:</u>	<u>Name</u>	Deanne Arden
	<u>Designation</u>	School Business Manager
	<u>Date</u>	04.02.2025

PERSON SPECIFICATION

Post: ADMINISTRATOR LEVEL 2

School: Our Lady Star of the Sea CPS

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u> Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification. NVQ Level 3 in Administration or equivalent qualification or experience	 E E	 AF AF + I
<u>EXPERIENCE</u> 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.	 E D D E	 AF + I AF + I AF + I AF + I
<u>SKILLS/KNOWLEDGE/APTITUDES</u> 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.	 E	 AF + I
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.	 E	 AF + I

Organisational awareness Keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance.	E	AF + I
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.	E	AF + I
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.	E	AF + I+T
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 own practice through observations, evaluation and discussion with colleagues.	E E E	AF + I AF + I AF + I
<u>SPECIAL REQUIREMENTS</u> Requirement to complete Support Staff Induction Programme. Requirement to complete Appointed Persons First Aid at Work training.	E E	I I

Prepared by: Deanne Arden

Date: 04.02.2025

AF = Application Form
I = Interview
T = Test
P = Presentation