



BORINGDON PRIMARY SCHOOL JOB DESCRIPTION



Job Title:	ADMINISTRATOR
Location:	Boringdon Primary School
Grade:	C
Hours:	23.25 hours per week, 39 weeks year 8.45 – 3.30 Monday, 8.45 – 1pm Tuesday to Friday
Reports to:	School Business Manager

Job Purpose

To assist in the daily administration of the school office, with a particular focus on the financial and organisational processes within the school, maintaining confidentiality at all times.

Accountabilities

- To provide a warm & professional welcome for parents, visitors, outside agencies either face to face, via the telephone or via email.
- Manage manual and computerised record / information systems, particularly the maintenance of our SIMs records, attendance & lunches.
- Undertake word processing & IT based tasks such as spreadsheets & PowerPoint presentations
- Keep records in accordance with the school's record retention schedule and GDPR, ensuring information security and confidentiality at all times. To have an awareness of GDPR and its importance in schools.
- Analyse & evaluate numerical data / information and produce reports as required
- Assist in some financial administration procedures such as raising purchase orders on our finance system PS Financials, monitoring payments received on our cashless payment system (School Comms) and handling small amounts of cash.
- To regularly review and update our school website
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- Provide some administrative assistance to other staff
- Organise the management of admissions procedures in line with PCC policy.
- Undertake other duties appropriate to the grade of the post and as required by the Business Manager

Demands

- The job involves working from instruction but also requires high level of initiative.

Skills & Technical Competencies

- Post holder will be required to use interpretation skills in order to solve straightforward problems
- Effective written & oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals
- The post holder will have at least one year's experience of school administration
- The post holder will need to be a confident user of IT. They will be a competent user of Sims, and already have a strong working knowledge of email, Microsoft Excel, Word, PowerPoint and Teams.

Whole School Responsibility

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Follow all school & Trust policies and the staff code of conduct.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
- To participate in training and performance development.
- This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. Job holder is expected to carry out the professional duties appropriate to the role as circumstances may require, under the reasonable direction of the Business Manager & Head Teacher.

PERSON SPECIFICATION – ADMINISTRATOR

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications, References & Reports			
<ul style="list-style-type: none"> • NVQ level 2 or 3 (or equivalent) in Business Administration 	D	x	
<ul style="list-style-type: none"> • GCSE pass in English & Maths 	E	x	
<ul style="list-style-type: none"> • Satisfactory written references & health report 	E		x
<ul style="list-style-type: none"> • Clear enhanced DBS check 	E		x
Experience			
<ul style="list-style-type: none"> • Experience working in a school office 	E	x	
<ul style="list-style-type: none"> • Experience using SIMs 	E	x	
Knowledge, Skills and Abilities:			
<ul style="list-style-type: none"> • Excellent numeracy skills 	E		x
<ul style="list-style-type: none"> • Commitment to improving own knowledge & skills through training 	E	x	x
<ul style="list-style-type: none"> • Competent use of IT packages including MS Word, Teams, Excel & PowerPoint 	E	x	x
<ul style="list-style-type: none"> • Ability to create & build effective working relationships with pupils, staff, parents, governors, and outside agencies 	E		x
<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing 	E	x	x
<ul style="list-style-type: none"> • Demonstrable knowledge of safeguarding & child protection responsibilities 	E		x
Personal Qualities:			
<ul style="list-style-type: none"> • Ability to work independently and part of a team 	E	x	x
<ul style="list-style-type: none"> • Commitment to act with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity & reputation of our school 	D		x
<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively, remaining calm & flexible in approach 	E		x
<ul style="list-style-type: none"> • Can deal with difficult situations effectively 	D	x	x
<ul style="list-style-type: none"> • Energetic and positive with new ideas, plus a sense of humour 	D	x	x
<ul style="list-style-type: none"> • Displays warmth, care, and sensitivity to pupils 	E		x
<ul style="list-style-type: none"> • Clear understanding & support for the ethos & values of our school 	D	x	x