

ADMINISTRATION & ORGANISATION - LEVEL 1**JOB PURPOSE**

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

JOB DESCRIPTION**Organisation**

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment eg. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

Responsibilities

- Be aware of and comply with 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • General clerical/administrative work
Qualifications/ Training	<ul style="list-style-type: none"> • Induction/basic skills • Good numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid • Good understanding and ability to use relevant technology e.g. photocopier • Keyboard/computer skills • Participate in development and training opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

ADMINISTRATION & ORGANISATION - LEVEL 2**JOB PURPOSE**

Under the instruction/guidance of senior staff provide general administrative/financial support to the school.

JOB DESCRIPTION**Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- Be aware of and comply with 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • General clerical/administrative/financial work
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant polices/codes of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these

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| | <ul style="list-style-type: none"> Ability to identify own training & development needs & cooperate with means to address these |
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ADMINISTRATION & ORGANISATION - LEVEL 3

JOB PURPOSE

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

JOB DESCRIPTION

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.
- Supervise, train and develop staff as appropriate

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
- 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 e.g. DfES
- 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 and others
- 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

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> Experience of development, management and operation of administrative systems
Qualifications/ Training	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in relevant discipline Very good numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies/codes of practice and awareness of relevant

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	<p>legislation</p> <ul style="list-style-type: none">• 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 your own position within these• Ability to self-evaluate learning needs and actively seek learning opportunities
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ADMINISTRATION & ORGANISATION - LEVEL 4**JOB PURPOSE**

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including co-ordination and delegation of relevant activities

JOB DESCRIPTION**Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/ procedures/policies
- Line Management responsibilities where appropriate:
- Manage support staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff -
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of Payroll system

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

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
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- 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

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Several years experience working in office environment at a senior level
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Annex B (c)

Qualifications/ Training	<ul style="list-style-type: none">• NVQ Level 4 or equivalent qualification or experience in relevant discipline• Excellent numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none">• Effective use of specialist ICT packages• Use of specialist equipment/resources• Full working knowledge of relevant policies/codes of practice/legislation• Ability to organise, lead and motivate other staff• Ability to plan and development systems• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to self-evaluate learning needs and actively seek learning opportunities

ADMINISTRATION & ORGANISATION - LEVEL 4+**JOB PURPOSE**

Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school's management team.

JOB DESCRIPTION**Organisation**

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities:
- Manage support staff
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Represent the support staff at relevant meetings

Administration

- Develop and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES
- Commission appropriate Payroll systems and be responsible for their effective operation

Resources

- Identify the need for, select and manage resources, including management of resource budget
- Be responsible for the appropriate deployment of staff, including recruitment
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statue etc.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for securing relevant sponsorship
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Develop work specifications and manage service contracts
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure from the school budget
- Be responsible for the management of Health & Safety within the school

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 development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- 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

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Several years experience working in a business environment at a management
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Annex B (c)

	level
Qualifications/ Training	<ul style="list-style-type: none">• NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline• Excellent numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none">• Full working knowledge of relevant policies/codes of practice/legislation• Ability to interpret advice/statute and to devise policy/practice in the light of these• Ability to manage a multi-disciplinary team effectively• Ability to relate well to children and adults• Ability to persuade, motivate, negotiate and influence• Ability to self-evaluate learning needs and actively seek learning opportunities