

## METROPOLITAN BOROUGH OF KNOWSLEY

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| <b>SCHOOL</b>         | St Margaret Mary's Catholic Junior School |
| <b>POST TITLE</b>     | Administrator                             |
| <b>GRADE</b>          | Level 3                                   |
| <b>RESPONSIBLE TO</b> |                                           |

### MAIN PURPOSE

To be responsible for undertaking administrative, financial and organisational processes within the school under the guidance of senior staff. To maintain and monitor budgetary information, producing financial reports as required supporting the budget management process.

### MAIN DUTIES

#### Administration

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

To undertake work associated with the preparation and monitoring of the school budgets including processing of orders and payments, preparation of budget statements, ensuring the relevant senior staff are notified of changes or concerns.

Analyse and evaluate data / information and produce reports / information as required.

Undertake the administration of the payroll system.

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

Manage the administration of school lettings and other uses of school premises.

Collation of registers and the completion of various returns as required by the local authority and DfES e.g. PLASC, staff attendance, supply data, etc.

Take notes at meetings and circulate to attendees e.g. staff meetings.

Sorting and distributing the internal and external mail.

To participate and assist in the organisation of 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 telephone and face to face enquiries and signing visitors in and out.

Organise school trips, visits by the school nurse, photographer, linked schools, parents etc.

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

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

To manage the SENDCo's diary including the arrangement of meetings, appointments etc.

#### Resources

To be responsible for the schools cheque book management.

To collect and accurately record all money for trips, charity events, dinner and milk money.

To manage the bookkeeping of, for example, schools fund, petty cash, school trips, photographer etc., together with the balancing of such funds and secure all monies in accordance with school procedures.

Manage all financial administration and sign off/close end of year budget in accordance with the financial regulations.

Maintain stock and supplies of resources, cataloguing and distributing as required.

Operate uniform, snack or other 'shops' within school.

Provide general advice and guidance to staff, pupils and others.

### **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.

Supervise support staff as appropriate, assisting in the induction of other support staff as required.

### **Line Management – where appropriate**

Manage a team of Administrators, inclusive of central liaison point and deployment of resources.

Ensure effective team communication, holding regular team meetings with managed staff.

Represent managed staff and contribute to the school/department\* senior management team.  
(\*Delete as appropriate)

Undertake recruitment, induction, training and development and performance management appraisals of managed staff.

**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.

## **Personal Attributes**

### **Communication & Influence**

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

### **Team working**

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

### **Organisational Awareness**

Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the schools vision.

### **Adaptability**

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

### **Use of technology**

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

### **Professional Values and Practice**

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

### **Experience & Knowledge**

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.

### **Qualification & Training**

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

NVQ Level 4 in Administration/Business or equivalent qualification or experience.

Requirement to complete Support Staff Induction Programme.

Requirement to complete Appointed Persons First Aid at Work training.

**Date Issued:**

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**Line Manager Signature:**

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**Employee Signature:**

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