

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Administrator

Reports to: Headteacher/School Business Manager

Salary Range: H5 range

Purpose of the Job

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key Responsibilities

1. Provide administrative, and organisational services to the school.
2. Liaise with pupils, parents/ carers.
3. Liaise with other staff and external agencies.
4. Analyse and evaluate data and information and run reports.
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
6. Organise meetings and take notes.
7. Process forms, returns, etc., including those to outside agencies.
8. Contribute to the planning and development of administrative procedures and systems.
9. Allocate work to administrative staff at lower levels on a regular basis.
10. Demonstration of tasks to more junior colleagues on a regular basis.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries.
2. Organise arrangements for school visits and events.
3. Monitor pupil attendance and run reports.
4. Undertake personnel administration, such as DBS checks.
5. Monitor and manage a limited range of stock within an agreed budget.
6. Assist with producing marketing and promotion material for the school.

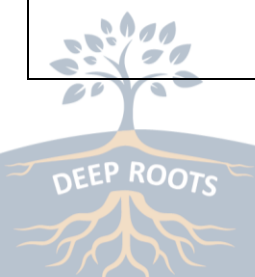
The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Follows daily and weekly routines with some monthly and annual tasks such as returns.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.

Knowledge, Skills & Abilities

- Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.
- Carries out a variety of tasks within set frameworks; requires creative skills for e.g., developing administrative procedures. Analytical skills for monitoring and analysis of information and data.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues
- Most tasks require keyboard skills used with precision and speed.





Supervision

- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility.

Problems, Demands & Decisions

- Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publication issues.
- Dealing with difficult visitors/ parents, resolving issues.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Concentration for administrative tasks; work is regularly interrupted.
- Exposure to emotionally demanding situations is infrequent.
- Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Dimensions

- May handle small amounts of cash; may select, order and store supplies within a limited range.
- No overall budget responsibility.
- Responsible for the maintenance and updating of records and systems; may select, order and store supplies within a limited range.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

