

FRED LONGWORTH HIGH SCHOOL

JOB DESCRIPTION

Post Title:	Administrator
Purpose:	To provide routine administrative support within the school admin team and where necessary for faculty and whole school initiatives. Collate and produce accurate management information, in line with the needs of the role
Reporting To:	Office Manager
Working Time:	37 hours per week term time only
Salary/Wage Grade:	Grade 3
Disclosure Level:	Enhanced
Scope:	Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role. It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.

MAIN DUTIES AND RESPONSIBILITIES

Specific duties will vary from area to area but may include:

- Provide front-of-house support, meeting visitors in person or by telephone in a courteous and professional manner.
- To respond to general enquiries from students, staff, visitors and parents.
- Setting up displays for faculties and whole school.
- Provide a range of administrative support including word processing, sorting and distributing mail, photocopying and filing.
- Booking and organising resources.
- To manage, input and extract data/information to produce reports as requested e.g. coursework grades, test scores, rewards.
- Stock ordering and management.
- Taking notes/minutes of meetings as required.
- Support with the organisation of visits and trips.
- Support the planning and hosting of school events such as Open Evenings, Parents' Evenings and concerts.
- Providing a first aid service (following appropriate training).

Staff development	<ul style="list-style-type: none"> • To take part in the School's staff development programme by participating in arrangements for further training and professional development. • To continue professional development in the relevant areas including use of new technology. • To participate in the Staff Professional Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the School.
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement School quality procedures and to adhere to these. • To contribute to the process of monitoring and evaluation of

	administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information and Administration:	<ul style="list-style-type: none"> • To develop and maintain recording systems. • To provide relevant management information as and when required.
Communications:	<ul style="list-style-type: none"> • To maintain effective links throughout the School. • To communicate and consult with other staff and students. • To promote a positive service to both staff and students. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the School.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the development of effective relevant links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils. • To advise management of resource needs as and when appropriate.
<p>Other Specific Duties</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.</p> <p>Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to aim of Belonging, Engaging, Succeeding Together and to play an active part in our initiative.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.</p>	

April 2021

Person Specification – Administrator

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application

Experience	Essential	Desirable	
Experience of using various IT packages i.e. Word/Excel/PowerPoint	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of general financial procedures		D	A, I, T
Experience of using internet, sending/receiving email	E		A, I
Experience of using SIMS or other management information systems	E		A, I
Previous experience of working with children of a relevant age		D	A, I

Training & Qualifications	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate	E		I

Knowledge & Understanding	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Understanding of a range of general admin and/or financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

Personal Skills, Abilities & Competencies	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Ability to prioritise own tasks and those of others		D	A, I

Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

A = Application I = Interview R = References
T = Task/Observation P = Presentation