



The Westminster School

JOB DESCRIPTION

Job Title	School Administrator
Band/Job Group	Band C
Hours/Weeks	37 Hours per week
Special Conditions	Term Time Only + 8 Days (of which 5 are INSET Days)
Responsible to	Head Teacher/School Business Manager

Job Summary

- To undertake administrative and secretarial duties within the school.

Additional duties and responsibilities

1. Preparation of reports/letters/minutes of a confidential nature.
2. Prepare and implement the annual review timetable.
3. Receive, collate, prepare & circulate SEN Documentation for pupils' Annual Review.
4. Typing and clerical duties including confidential work, routine correspondence and filing.
5. Preparation of meeting papers for the Head Teacher.
6. Liaise, on Head Teacher's behalf, with outside agencies and parents.
7. Telephone, reception and postal duties. Duplicating and distributing information.
8. Preparation and submission of returns, information and forms for various internal and external organisations.
9. Receiving goods, checking delivery notes, processing orders and invoicing on the school's financial information system.
10. Disbursement of petty cash, pocket money and school fund.
11. Preparing staff & pupil registers and information relating to school meals.
12. Inputting attendance information onto the pupils' attendance module. Producing required statistics for various internal & external agencies.
13. Duties relating to the administration of the school's database to compile and edit pupil records.

14. Use of word processor, spreadsheets, desk top publishing to produce documents for school administration.
 15. Control the school's electronic diary.
 16. Co-ordinate transport arrangements for pupils & their families.
 17. Calculate & prepare staff timesheets for the monthly payroll.
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18. To participate in the operation of the Council's Personal Performance Development Scheme.
 19. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
 20. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
 21. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher and post holder.

Issued by: _____

Received by: _____

Date received: _____



The Westminster School

PERSONNEL SPECIFICATION

School Administrator

	Essential Requirements
Sickness Absence and Disability	<ul style="list-style-type: none"> • A good attendance record. Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the last 6 months prior to the closing date of the post. • Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Grade C in English & Maths (or equivalent) • Word Processing qualifications at intermediate level (or equivalent). • NVQ Level 3 Administration/Finance (or equivalent)
Experience	<ul style="list-style-type: none"> • Experience of Word, Excel and Outlook. • Previous experience in a busy school office environment.
Training	<ul style="list-style-type: none"> • Willing to attend relevant training • Prepared to undertake training, when necessary, on the necessary educational software packages e.g. Sims modules. • Prepared to undertake training in school administration qualifications.
Special Knowledge	<ul style="list-style-type: none"> • Microsoft Office Suite. • Experience in pupil databases
Circumstances	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working). • Flexibility of hours
Disposition	<ul style="list-style-type: none"> • Well organised and able to plan workload schedules. • Work as a member of a team. • High level of accuracy and attention to detail. • Show initiative & self motivation.
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Keyboard skills. • Must be able to calculate figures accurately. • Good spelling and grammar. • Excellent verbal & written communication skills. • Proven organisational skills.
Legal Requirements	<ul style="list-style-type: none"> • Enhanced DBS Check for Regulated Activity