



# The Westminster School

## JOB DESCRIPTION

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

### Job Summary

- To undertake general administrative, reception and clerical 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.
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: \_\_\_\_\_

### Personnel Specification

<b>Job Title</b>	School Administrator			<b>Directorate</b>	Education
<b>JE Reference No:</b>		<b>Grade</b>	C	<b>Service</b>	The Westminster School
<b>Completed By</b>	A Gibson			<b>Date of Issue</b>	11 April 2024

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	<b>Essential</b>	<b>N/A</b>	<b>How identified</b>
<b>1. Qualifications</b>			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSEs, CIPFA etc. Consider carefully whether these are absolutely necessary.	<ul style="list-style-type: none"> <li>Educated to GCSE grade C/4 in English and Maths (or equivalent)</li> <li>NVQ 3 or equivalent in Business Administration or relevant experience</li> <li>Word Processing qualifications at intermediate level (or equivalent).</li> </ul>	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
<b>2. Experience</b>			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	<ul style="list-style-type: none"> <li>Experience of Word, Excel and Outlook.</li> <li>Previous experience in a busy office environment</li> <li>Able to handle pressure and meet challenging deadlines.</li> </ul>	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
<p>What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<ul style="list-style-type: none"> <li>• Prepared to undertake training, when necessary, on the necessary educational software packages e.g. Sims modules.</li> <li>• Prepared to undertake training in school administration..</li> </ul>	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.</p>
4. Special Knowledge			
<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<ul style="list-style-type: none"> <li>• Microsoft Office Suite.</li> <li>• Experience of working with databases</li> </ul>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
5. Circumstances (personal)			
<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>The ability to work when the school is open (term time working).</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
6. Disposition			
<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<ul style="list-style-type: none"> <li>• Well organised and able to plan workload schedules.</li> <li>• Work as a member of a team.</li> <li>• High level of accuracy and attention to detail</li> <li>• Show initiative &amp; self motivation.</li> </ul>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem solving, questions etc.</p>

7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	<ul style="list-style-type: none"> <li>• Keyboard skills.</li> <li>• Must be able to calculate figures accurately.</li> <li>• Excellent verbal &amp; written communication skills.</li> <li>• Proven organisational skills.</li> </ul>	<input type="checkbox"/>	Performance in related selection process.
8. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS check for regulated activity.	<input type="checkbox"/>	Application form and interview questioning and references.

**THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.**

9. Background Checks			
Please ✓ required check(s) referring to Section 9 of <a href="#">Guidance on completing individual sections of the Personnel Specification</a>			
The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
No Check Required	<input type="checkbox"/>		
10. Politically Restricted Post			
Is this post a "politically restricted post"?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

<b>11. Main Physical Activities/ Requirements of the Post.</b>			
Please ✓ if activity requires to be undertaken. The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities			
Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input checked="" type="checkbox"/>
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			
<b>12. Safety Critical Posts</b>			
Is this post a "Safety Critical" post?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>13. Language Requirements</b>			
Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:  The employee will work in a customer-facing role. The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role. The employee requires a command of spoken English, to enable the effective performance of the role.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	