

Heathfield Primary School

School Administrator

Salary: £20,819 - £21,987 (Band 6, SCP 9 – 12)

Hours: Full Time 37 hours per week – Term time only plus 5 days

Required for Monday 6th February or as soon as possible thereafter

Heathfield Primary School is looking for a passionate and committed person to join the team as our School Administrator. We are looking to appoint someone who wants to make a difference and enable the school as a whole to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

The position is a varied role and the successful candidate must have experience of administration, customer service, data input, communication skills and empathy for others around you. We have a very large pupil base and the successful candidate will need to be able to develop relationships both inside the school as well as with our wider stakeholders within the community.

The School Administrator will work very closely with the School Business Manager assisting with running the busy school office and being responsible for the school's financial administration. The ideal candidate will be someone who can think on their feet, be flexible and able to multi-task, approach difficult situations positively and be able to see the bigger picture throughout the whole school.

The main requirements of the post are outlined below:

- Provide support to the School Business Manager
- Deal with all financial administration for the school
- Data input and management in the office

Lingfield Education Trust and Heathfield Primary School are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check.

Visits to the school are encouraged and can be arranged by contacting the office. Application packs are available from the school office, please contact us on 01325 252144 or email our School Business Manager Charlotte Nelson (details below).

Please return completed applications directly to the school at the above address, marked for the attention of Charlotte Nelson or via Email to: admin@heathfieldprimary.com

Closing Date: Friday 27th January at 12 noon

Interviews: Thursday 2nd February

LINGFIELD EDUCATION TRUST

JOB DESCRIPTION

<u>POST TITLE:</u>	SCHOOL ADMINISTRATOR
<u>GRADE:</u>	Band 6 (SCP 9 to 12)
<u>REPORTING RELATIONSHIP</u>	To the School Business Manager
<u>JOB PURPOSE:</u>	Under the direction/instruction of senior staff: be responsible for undertaking administrative, financial, organisational processes within a school including assisting with the planning and development of support services.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities. This must include the supervision of other members of school staff. Please note that whilst this job is based at Heathfield Primary School you may be directed to work at other sites within The Trust if needed.

1. To undertake typing and word-processing accurately and in a timely manner as required by Senior Staff.
2. To design and manage appropriate administrative systems and to support the work of the Senior Staff as required.
3. To analyse and evaluate data / information on behalf of Senior Staff, i.e. pupil data.
4. To complete and submit information obtained from School Management information systems as required by Local Education Authority, ESFA and DFE i.e. pupil data when transferring in and out of school, all census returns and end of year procedures.
5. To manage the nursery and early years admissions and liaise with our Assistant Headteacher in any necessary admin around these admissions.
6. To receive enquiries made to School and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
7. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
8. To maintain an appropriate diary /electronic schedule for the Head of School / Senior Staff as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed.
9. To support the School Business Manager with monitoring work rotas / cover for other school staff within post holders remit to ensure an efficient service is available, and when and where

necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability (annual leave, sickness, etc).

10. To provide administrative support duties to Senior Staff and the Local Governing Body as required (including organising school visits and events).
11. To co-ordinate and administer the letting of school facilities.
12. To work alongside the caretaker and assist the School Business Manager and Executive Head Teacher/Head of School with any contractor liaison for any works or maintenance on the school site
13. To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets and provide termly reports
14. To create orders, pay invoices and ensure that accurate records are kept in line with audit requirement on behalf of Senior School Staff and for the Trust as and where necessary
15. To produce and manage finance reports for the school as well as individual clubs such as Breakfast Club, Afterschool Club and Book Club
16. To record any monies received in school and to bank them in line with the school's systems as and when required.
17. To collate and all school banking transactions and records.
18. To run school meal analysis, working closely with the kitchen.
19. To sort incoming and outgoing mail and distribute across the school as appropriate.
20. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
21. To manage school "shops" and ensure that adequate levels of supplies and stocks are available and placing and receiving orders as required by Senior Staff i.e. for textbooks and classroom equipment, Breakfast Club, Afterschool Clun and Book Club orders.
22. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
23. To carry out your duties with full regard to the Trusts Equality Policy and Race Equality Scheme.
24. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
25. To assist the receptionist with any front of house duties as and when necessary and to cover in any absences.
26. Any other duties of a similar nature related to the post which may be required from time to time as directed by the Executive Head Teacher/Head of School and the School Business Manager

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

LINGFIELD EDUCATION TRUST

PERSON SPECIFICATION – SCHOOL ADMINISTRATOR

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 2 in Administration, Business or equivalent	AF,C			
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF,C			
	E3	Word Processing / Typing Qualification (i.e. RSA)	AF,C			
Experience & Knowledge	E4	Knowledge and / or experience of First Aid.	AF,I	D1	Awareness of child protection issues	AF,R,I
	E5	At least 1 years previous Administrative Experience	AF,R,I	D2	Experience of School Management Information Systems	AF,R,I
	E6	Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets	AF,R,I	D3	Experience of managing budgets	AF,R,I
	E7	Experience of face to face and telephone reception duties	AF,R,I			
	E8	Experience of paying invoices and placing purchase orders	AF,R,I			
	E9	Previous supervisory experience	AF,R,I			

	E10	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I		
Skills	E11	Ability to relate well to children and adults	AF,R,I		
	E12	Ability to be able to present information in a logical and systematic manner	AF,R,I		
	E13	Ability to work successfully as part of a team	AF,R,I		
	E14	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I		
	E15	Ability to maintain accurate records	AF,R,I		
	E16	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I		
Personal Attributes	E17	Participate in development and training opportunities	AF,R,I		
	E18	Ability to abide by School/Trust policies and procedures	AF,R,I		
Special Requirements	E19	Motivation to work with children	AF,I,R,D		
	E20	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D		
	E21	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D		

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references