

The Westcliffe Federation



School Administrator Vacancy Information Pack

Westcliffe Federation



Administrator Position

Required for September 2021

32.5 hours per week, Fixed Term until 31st July 2022 in the first instance

Level 3, Grade 6

The Governors of the Westcliffe Federation are seeking to appoint an enthusiastic, experienced and highly motivated Administrator to join our team at Kinnerley CofE Primary School.

The successful candidate will be responsible for the day to day running of the school office.

Due to ongoing Covid-19 restrictions visits to the schools are unable to take place at this time. However, we will set up an online meeting to provide information about the position and answer questions.

If you feel that you would like to explore this opportunity further, then please contact Mrs Lindsay Jenno (Federation Business Manager) on the following:

01691 683850

businessmanager@westcliffe.shropshire.sch.uk

Details and application form available on the school website

<https://kinnerley.westcliffefederation.co.uk/>

Closing date: Tuesday 8th June 2021

Interview: Wednesday 16th June 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate.

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Job Description

Job Title: Administrator (Primary) – Level 3 Grade 6

School: Kinnerley CofE Primary School

Hours: 32.5 Hours per week (8.30am-3.30pm)

Working Year: 43.21 weeks per year (Term Time)

Actual Salary: £14625.74

Accountable to: Governing Body, Executive Headteacher, Headteacher, Senior Leads and Federation Business Manager

Main Purpose:

The Administrator will be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

Main Tasks

Organisation

- Deal with complex reception/visitor/telephone matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Liaison with EWO and parents
- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support
- Assist with first aid

Administration

- Manage manual and computerised record/information systems
- Provide clerical support – photocopying, filing, faxing, e-mailing, post sorting and distribution
- Analyse and evaluate data/information and produce reports/information/data as required
- Respond to confidential correspondence under the direction of the Headteacher
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Administration of lettings and other uses of school premises
- Undertake Financial Administration in Business World eg. Processing orders/invoices, processing payroll
- Undertake Human Resources administration
- Take notes at meetings

Resources

- Operate relevant equipment/complex ICT packages (e.g. word, excel, databases, spreadsheets, internet)
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Maintain School Fund accounts and present for audit
- Assist with the planning, monitoring and evaluation of the budget
- Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required

- Recognise own strengths and areas of expertise and use these to advise and support others

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Relationships

- To organise the day to day running of the school office under direction of the Federation Business Manager and Headteacher
- To help in maintaining and developing effective communications and links with parents

Any other duties that would reasonably be expected of the post holder.

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Person Specification

Administrator (Primary) – Level 3 Grade 6

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ 5 GCSE's or equivalent, including English and Maths ➤ First Aid qualification ➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification 	✓ ✓	✓ ✓
Work or relevant experience	<ul style="list-style-type: none"> ➤ 2 – 3 years' experience of clerical/administrative work in an educational setting or other relevant environment ➤ Experience of MIS systems e.g SIMS ➤ Extensive computer skills ➤ Experience of working in an educational setting or other relevant environment ➤ Ability to take notes 	✓ ✓ ✓ ✓	✓
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Excellent numeracy and literacy skills 	✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Excellent ICT skills ➤ Ability to train, supervise and develop other staff 	✓ ✓ ✓	✓
Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	✓ ✓ ✓ ✓ ✓	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake a Disclosure & Barring Service check 	✓	