

# WARWICKSHIRE COUNTY COUNCIL

## PAY AND CONDITIONS REVIEW PROJECT – PHASE 2

### ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** ADMINISTRATOR - SCHOOLS  
(mainly in primary / early years/ ) **JEID REF: S0062**

**POST LEVEL :** Band F

#### **BROAD DESCRIPTION:**

Responsible to Headteacher for administering financial, office and management information systems and providing a comprehensive administrative support service to the Head, SLT and Governors in matters connected with the school.  
Contribute to establishing and maintaining a culture of safeguarding children.  
Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**Responsibility for people (other than employees supervised/managed):** The post has some direct impact on the well-being of individuals or groups (ie physical, mental, social, health and safety), through contributing to the smooth running of office procedures and activities.

**Responsibility for staff:** The post has direct responsibility for a small team of staff, including their recruitment, performance management, supervision, work allocation, checking work

**Responsibility for budget:** The post has some direct financial responsibility, is accountable for handling cash/ processing cheques/ invoices and for incurring small expenditures from approved budgets. Assists with preparing, monitoring and evaluating the budget.

**Responsibility for physical resources:** The post has considerable responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information and the ordering and control of supplies.

#### **TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:**

##### **Reception:**

Ensuring the provision of a pleasant reception as first point of contact for parents and visitors to the school.

Deal with all queries, both in person and by telephone, and provide information and advice about the school and school activities for parents, pupils and visitors.

##### **Office/Admin :**

Ensure smooth running of office and organise all day-to-day administration and organisational activities

Arrange meetings, taking minutes, handle telephone calls with sensitivity and confidence, using initiative as required.

Provide a secretarial service to the Head, involving the use of a range of secretarial skills and including management of diaries.

Receive and give any necessary training on new technology.

Assist in compiling and produce a variety of reports, marketing materials and the school development plan.

Complete stock ordering and check deliveries.

Maintain bus lists, distribute bus passes and deal with transport queries.

Organise school photographs, termly school calendar.

Set up and ensure effective filing systems are maintained.

Administer school lettings.

Deal with insurance for school trips, etc.

### **Finance:**

Undertake all financial administration procedures

Assist with preparing, monitoring and evaluating the budget

Manage expenditure within an agreed budget

Alert Head to any potential overspends.

### **Management information and record keeping:**

Develop, update and maintain record/ information systems

Ensure timely data collection and reporting - to Headteacher, Governors, LA, DCSF etc.

Provide necessary statistics about all of the above within appropriate timescales.

Manage free school meals process.

Completion of accident records.

### **Premises:**

Liaise with the caretaker over minor repairs to school premises.

Keep an up to date record of maintenance work carried out at the school.

### **Stock:**

Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements.

Complete stock ordering and check deliveries.

### **Personnel administration:**

Deal with time sheets, claim forms etc and associated matters.

Complete staff absence returns for the Headteacher's authorisation or, if appropriate, authorise.

Monitor absence and bring to management's attention cases that cause concern or need further action.

Take action as discussed with Manager.

Assist the Headteacher and Governors in compiling further details for job applicants and undertake administrative arrangements associated with recruitment (eg prepare and send out application packs, arrange interviews etc).

Notify HR of staffing changes, complete the necessary paperwork for the Head's signature.

### **Staffing:**

Responsible for training of any other clerical staff, work experience students.  
Day to day supervision of work of one or two staff.

### **General**

Assist with the promotion of the school and in securing funding/sponsorship. .  
Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate  
Arrange medicals, rubella vaccinations, school dentist, etc.  
Provide support in the development of school policies and procedures and report concerns as appropriate.  
Participate in training, learning and development activities.  
Attend and participate in meetings as required.

### **QUALIFICATIONS, TRAINING AND LIKELY ABILITIES**

Minimum GCSE (or equivalent) English and Maths at grades A-C  
NVQ level 3 (or equivalent qualification) or evidence of equivalent knowledge and experience in a relevant discipline.  
Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill  
Knowledge of specialist ICT packages, eg finance, SIMS  
Experience of office administration  
Good numeracy skills to be able to record expenditure and monitor school finances  
Good communication skills, oral and written  
Excellent organisational skills  
Display commitment to the protection and safeguarding of children and young people  
Value and respect the views and needs of children  
Be aware of and comply with school policies and procedures ( e.g. child protection, equal opportunities, health and safety, data protection, confidentiality)  
Be aware of and comply with school policies and procedures ( e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standard orders),  
Can maintain confidentiality at all times