

School Administrator

Job Description

Grade: GR3

1. Job Purpose

- 1.1 Support the school with provision of an effective and professional service

2. Key Responsibilities

- 2.1 Confidential work for school such as preparation of confidential reports, references for staff, new appointments, general issues and returns of the LA/DfES
- 2.2 Ensure photocopiers and audio visual equipment are in good working order. Arrange contracts and call out contracted maintenance staff if unable to resolve fault in the first instance
- 2.3 Operate, maintain and develop the administrative procedures/policies and systems of the school to include personnel records, generally organise, plan and control workloads and procedures; interpret the provision of regulations and directives, and give advice on matters within the scope of the job.
- 2.4 To work to deadlines for submission of reports/data as required
- 2.5 Manage computerised Personnel records to include absence analysis. Liaise with LA Personnel Section to ensure accurate contractual information
- 2.6 Such other duties as may be commensurate with the grade and nature of the post

3. Supervision Received

- 3.1 Supervising Officer's Job Title: _____
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE's in English and Mathematics at grade A*-C or equivalent Word Processing RSA II	AF/C
Experience Relevant work and other experience	Experience of working in an office environment Experience of working in a school office Experience of a wide range of administrative functions	AF/I AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Able to communicate effectively and accurately both verbally and in writing Able to communicate in a clear and concise manner both on the telephone and face to face	I /T.

	Ability to write clear, letters and reports	I /T
	Ability to complete work to the required standards of accuracy and presentation	I /T
	Ability to develop and maintain effective working relationships with a wide range of people	I/A
	Ability to work on own initiative	I/A
	Knowledge of standard officer procedures	I/A
	Knowledge of standard office equipment	i/A
Training		C
Other	The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
