



JOB DESCRIPTION

HOURS: 08.30-16.30 Term time plus an additional 5 days	NAME OF SCHOOL: Cyril Jackson Primary School
POST TITLE: Administrator	GRADE: Scale 3
RESPONSIBLE TO: Safeguarding Lead and Executive Assistant RESPONSIBLE FOR: NA	
JOB PURPOSE <ul style="list-style-type: none"> To provide effective administrative support to ensure the smooth running of the school To ensure the effective stock management of the school resources. 	
MAJOR DUTIES AND RESPONSIBILITIES – ADMINISTRATIVE SUPPORT <ul style="list-style-type: none"> To answer the telephone in an efficient manner and record and pass on messages as appropriate To answer the intercom CCTV system whilst having a high regard for security To greet parents/carers and visitors and deal with their requests in an efficient and professional manner To ensure visitors sign in the visitor's system and are provided with a visitor's badge To record DBS numbers for visitors where appropriate Where appropriate, to act as an interpreter/translator to parents who do not speak English as their first language or to arrange for an interpreter To provide refreshments for the Headteacher's visitors as required To administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed To attend trips if required Providing general administrative support such as photocopying, filing, completing standard forms and responding to routine correspondence Producing information data as required, this includes organising documents in relevant files accessible only by those necessary Compiling, maintaining and updating records To support with external displays MAJOR DUTIES AND RESPONSIBILITIES – STOCK MANAGEMENT <ul style="list-style-type: none"> To support with auditing and stocktaking supplies and resources in the school, to use the principle of 'Best Value' in sourcing and ordering new resources, to liaise with curriculum co-ordinators, phase leaders, office staff and the senior management team in the decision-making process about the resources in the school. To support with checking off invoices against orders and distributing resources into appropriate resource rooms 	

- To support with the organisation and maintenance of all resource cupboards. S/he will need to liaise with coordinators to ensure the appropriate storage of specialist equipment.

DESIRED SKILLS

- IT skills (MS office including Outlook, Word, Excel, Powerpoint)
- Numeracy and literacy skills
- Ability to quickly learn new systems used by the school

QUALIFICATIONS

- GCSE Grade C or above in Maths and English or equivalent (Level 2 Functional Skills)

STAFF DEVELOPMENT

- The postholder will be required to undertake training as required to be effective in carrying out all duties.

STUDENT SUPPORT AND PROGRESS

- As a member of the school's support staff team to contribute to building and maintaining a culture of high expectations and achievement.
- To work with the broader community to promote St Paul's Way School, and the opportunities for students to thrive and develop personally and educationally.
- To develop and maintain strategic relationships with outside organisations to deliver programmes that benefit students.

EQUALITY AND DIVERSITY

- The school has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

HEALTH AND SAFETY:

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

SAFEGUARDING:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

<https://www.ust.london/policies/child-protection-safeguarding>

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)

Person Specification

Administrator

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> GCSE Math and English A to C or equivalent 	✓	
<ul style="list-style-type: none"> A degree of the equivalent 		✓
Experience		
<ul style="list-style-type: none"> Experience of working as a receptionist and/or administrative capacity. 	✓	
<ul style="list-style-type: none"> Experience of working in a school office 		✓
<ul style="list-style-type: none"> Extensive experience of using Microsoft office (Excel, Word, Publisher) 	✓	
<ul style="list-style-type: none"> Experience of using junior librarian or similar software 		✓
<ul style="list-style-type: none"> Experience of ordering and replenishing stock 		✓
<ul style="list-style-type: none"> Experience of line management or working collaboratively with colleagues. 		✓
Professional Knowledge and Understanding		
<ul style="list-style-type: none"> Understanding of and committed to equal opportunity issues within the workplace. 	✓	
<ul style="list-style-type: none"> Understanding and knowledge of IT administration systems 	✓	
Skills and abilities		
<ul style="list-style-type: none"> Be self-motivated, flexible and well organised to manage varied workloads 	✓	
<ul style="list-style-type: none"> Able to meet targets and deadlines in a pressurised environment. 	✓	
<ul style="list-style-type: none"> Ability to pay attention to detail 	✓	
<ul style="list-style-type: none"> Able to communicate effectively, both written and verbally. 	✓	
<ul style="list-style-type: none"> Ability to use the school's MIS system to extract relevant information when completing annual returns 		✓
<ul style="list-style-type: none"> Ability to maintain strict confidentiality in all matters. 	✓	
<ul style="list-style-type: none"> Have the ability to build and maintain effective working relationships with a wide variety of people and organisations. 	✓	
Additional		
<ul style="list-style-type: none"> To work on parent's evening and Governors meetings with additional pay or time off in lieu as agreed with Office Manager 	✓	
<ul style="list-style-type: none"> Ability to understand issues affecting pupils with challenging behaviours. 		✓
<ul style="list-style-type: none"> A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment. 	✓	
<ul style="list-style-type: none"> To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority 	✓	