

JOB DESCRIPTION

SCHOOL: South Hykeham Community Primary School	A.D. Service Area:
Head of Service Area:	Is this description a generic JD? Yes / No
GRADE:	JEM Reference No: 02-746 Enhanced DBS Required? Yes No
JOB TITLE: Senior Administrator 1 (Supervise 1-5 staff)	
REPORTS TO: Headteacher (or other designated person)	
1.	PURPOSE OF JOB: To oversee the administration support in school to enable smooth running of the function.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i	To act as a personal assistant to the head.
ii	To provide comprehensive administrative support including filing, word processing and reprographics work. As well as administrative support in the interview, appointment and resignation of staff.
iii	To be responsible for the personnel administrative function in relation to new starters, leavers and changes to contracts, liaising as necessary with personnel and payroll providers and ensuring that pre-employment checks are undertaken eg CRB, medical, references etc ensuring that paperwork is submitted in time
iv	To take an active role in the interview and appointment of members of the lunchtime team
v	To check and process all claim forms for staff ensuring that paperwork is submitted on time
vi	To submit records and claim on the Sickness Absence Scheme
vii	To be responsible for all CRB paperwork for volunteers in the school
viii	To have overall responsibility for the SAP system, maintain all accounts and provide reports and advise on improvements.
viii	To assist the Headteacher in monitoring all school budgets and accounts throughout the year and present regular reports to the Headteacher for discussion at meetings of the Governing Body. Ensure income/expenditure is correctly recorded. Ensure that all budget records are maintained and up to

	date. To provide information and advice to all budget holders to assist them in managing and monitoring their budgets
ix	To assist the Headteacher in ensuring appropriate provision of management advice and information and in the effective management of the school budget.
x	To be responsible for receipting and banking all monies.
xi	To assist the Headteacher with monitoring the effectiveness of services provided. E.g. buildings, grounds, premises, energy catering supplies and services.
xii	To administer the school fund, provide reports and ensure accounts are audited.
xiii	To be responsible for the security of examination papers, bus passes etc. To ensure the office is kept tidy and confidentiality is maintained by clearing desks and switching off or locking computers at the end of the day.
xiv	To keep inventories of equipment and arrange, in liaison with the Headteacher, the maintenance and/ or replacement of equipment, furniture and fittings.
xv	To be responsible for the IMPREST account, recording and reconciling all transactions
xvi	To be responsible for raising all invoices with regard to lettings and for the banking and receipting of all associated monies
xvii	To complete various reports and financial returns for the DfES, LA and other agencies within statutory deadlines
vxiii	To seek quotations/tenders for services. To negotiate, manage and monitor contracts, tenders and prepare associated reports for the Headteacher and Governors
xix	To be responsible for the updating and operation of the INTEGRIS pupil records system in school
xx	To administer the hot meals orders on a weekly basis and deal with accompanying queries, ensuring order forms and menus are produced and distributed to parents, all monies are banked and orders are submitted to the supplier by agreed deadlines
xxi	To be responsible for compiling, photocopying and distributing the fortnightly newsletter and to regularly update the 'News' and 'What's On' sections of the school website
xxii	To ensure that the pupil attendance data on INTEGRIS is kept up to date and to produce statistical data to present to the EWO, Governors and Headteacher with regards to attendance of pupils
	<u>NOTE:</u> THE POSTHOLDER MAY ALSO BE REQUIRED TO CARRY OUT TASKS CONTAINED IN THE FOLLOWING JOB DESCRIPTIONS:

ASSISTANT ADMINISTRATOR JOB DESCRIPTION

To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.

To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.

To assist in the arrangement of routine in school activities such as medical/dental examinations, school photographs and induction evenings etc.

To assist with the general administration of work experience, school trips etc.

To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.

To assist in the compilation, maintenance and analysis of registers.

To maintain such records as may be required, including admissions, leavers, staff and student records.

To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.

To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.

To input data onto computerized systems e.g. SAP\SIMS/Integris (or other database software) as required

ADMINISTRATOR JOB DESCRIPTION

To provide administrative support including filing, word processing, telephone messaging and reprographics work.

To attend meetings, take notes/formal minutes as required

To assist in the organisation of school activities/events.

To assist with the administration of press releases, provide administrative support for work experience, and for the appointment and resignation of staff.

To use computerised systems e.g. SAP/SIMS/Integris, or other databases, to input and manage data.

To arrange staff cover as required

If required, to assist with arrangements for the election of parent and teacher governors

To ensure the security of cash, checking and banking cash received, including where necessary keeping accounts.

	<i>To assist in completion of reports as required by governors and external bodies involved with the school.</i> <i>To be responsible for the accuracy, completeness and validity of the payroll returns and for the payment of salaries and wages including PAYE, NIC and superannuation.</i>
3.	MANAGEMENT OF PEOPLE Responsible for staff, assist in recruitment process and carry out appraisal, ensuring that adequate training is provided. Carry out quality of work checks. SUPERVISION OF PEOPLE Occasional supervisory responsibility and management of the non-teaching elements of the school in the absence of the Headteacher
4.	CREATIVITY AND INNOVATION Work is carried out within a broad range of procedures and policies. Innovation may be used for example in identifying more effective ways in providing management information.
5.	CONTACTS AND RELATIONSHIPS Regular contact with Headteacher and Governors in respect of Management Information. Regular contact with staff. Contact with parents, pupils and other visitors on a day to day basis, using tact and sensitivity. Regular contact with School Finance Team, People Services, LEA and other central and external agencies. Regular contact with other members of the public
6.	DECISIONS
	a) Discretion Decisions are made in line with established alternatives and in consultation with the Headteacher.
	b) Consequences Impact on school which is likely to be quickly identified and remedied.
7.	RESOURCES The postholder has a licence for the running of SAP Office equipment for example personal computer. Will be required to handle cash on a daily basis. Responsible for all school banking, including takings from hot meals, lettings, School Fun Average weekly value of cash and cheques approximately £400
8.	WORK ENVIRONMENT

	a) Work Demands Subject to regular interruption and changing priorities on a day to day basis which could cause priorities to be altered and some tasks deferred to a later date		
	b) Physical Demands The postholder may spend prolonged periods of time sitting at a computer.		
	c) Working Conditions General office environment. Well lit and well ventilated conditions.		
	d) Work Context Regular contact with parent/carers on non-contentious matters. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS Essential: 3 years relevant experience in a similar role, computer literate, and key board skills. Desirable: Relevant NVQ Level 3 Some experience of supervision of staff.		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed			

by: [Postholder]			
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