



Winchelsea School

JOB DESCRIPTION

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| Job Title: | Office Group 2 (Administrator) |
| Job Reference: | SCH025 |
| School: | |
| Salary Grade: | E |
| Responsible to: | |
| Responsible for: | N/A |

Main Job Purpose

- 1) Provide efficient and effective administrative support to school staff to ensure the smooth operation of the school.
- 2) Ensure compliance with BCP Council and other statutory reporting requirements, including undertaking data entry/analysis and recording.
- 3) Assist in the administration to organise school functions such as arranging visits from other professionals and agencies.

Main Responsibilities and Duties

- 1) Provide a comprehensive administrative, clerical and secretarial service.
- 2) Word-process letters, reports, flyers, newsletters, posters, forms and templates on behalf of school staff.
- 3) Undertake secretarial duties such as diary management for members of the Senior Leadership Team, preparation of papers for meetings and taking and typing up minutes of meetings.
- 4) Undertake data entry for example, assessments on pupil progress and attendance, and admissions and entrants.
- 5) General office duties such as photocopying, faxing and filing.

- 6) Use ICT systems and programmes to assist in the production of reports such as transfer data, term and annual attendance returns and other school data returns such as the annual school census.
- 7) Undertake receptionist duties such as welcoming and assisting visitors to the school in accordance with security procedures, and taking telephone calls. Deal with the receipt of deliveries and contact the necessary department or caretaker/site manager for collection.
- 8) The post may include collecting and handling cash. Examples are payments for school uniforms, photographs, school trips and hot meals.
- 9) The post holder may be required to assist in the organisation and administration of school services such as arranging dates for school photographs, visits by health professionals, free school meals and hot meals.
- 10) The post holder may be required to make contact with parents on a range of non-contentious issues and act as a point of first contact for parents and carers and prospective parents and carers.
- 11) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 12) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 13) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
- 2) Good level of knowledge of computer applications including Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems.
- 3) A high level of accuracy is needed in data entry.
- 4) The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills.

Creativity and Innovation

- 1) At busy times the post holder must be able to prioritise their workload.
- 2) The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry and analysis purposes.
- 3) Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and Relationships

- 1) Daily contact with staff, pupils, parents and visitors to the school.
- 2) Telephone contact with external agencies such as health professionals or other service providers.
- 3) Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment, and initiating action to provide assistance.

Decisions

- 1) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- 2) The post holder will be responsible for the accurate handling and security of cash and cheques and other financial resources.

Work Environment

- 1) Work subject to interruptions to the programme of tasks but not involving any significant change to the programme.
- 2) Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment.
- 3) Work potentially involves some risk to personnel safety of injury, illness or health problems.

Prepared by: Human Resources
Date: Reviewed April 2023



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PERSON SPECIFICATION

| | |
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| ATTRIBUTES | CRITERIA | METHOD OF ASSESSMENT |
|--------------------------------------|---|--|
| Experience | <ul style="list-style-type: none">• General clerical and administration experience | Application form Interview References |
| Qualifications & Training | <ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience• RSA II in word processing/spreadsheets (or equivalent) | Application form Certificates Interview |
| Aptitudes & Abilities | <ul style="list-style-type: none">• Computer literate• High level of accuracy and attention to detail• Good keyboard skills• Ability to assimilate information• Good organisational and communication skills• Ability to work under own initiative• Excellent customer care skills• Ability to handle confidential information with discretion | Application form Interview References Practical testing |
| Knowledge | <ul style="list-style-type: none">• Ability to use office technology and operate telephony system• Knowledge of Microsoft Office suite• Competent in data entry/analysis and reporting requirements• Knowledge of school's behaviour and management policy and procedures• Knowledge of school's fire and emergency procedures• Knowledge of Child Safeguarding procedures | Application form Interview References |

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| Attitude / Motivation | <ul style="list-style-type: none"> • Self motivated • Team player • Good interpersonal skills | Application form Interview References |
| Other Factors | <ul style="list-style-type: none"> • Ability to manage and prioritise a busy workload • Willingness to undertake a variety of administrative tasks with accuracy • Commitment to Equal Opportunities • Enhanced DBS check | Application form Interview References DBS process |