



Good Shepherd Trust
life in all its Fullness

Job Profile

Post title: School Administrator

Reports to: Headteacher

Salary: Grade 6, SCP7&8 (£25,584 - £25,992 FTE - Pro Rata £19,443 - £19,753)

Hours: The role will require 32.5 hours per week (over 5 days) within the hours 8:30am – 4pm, with a 1 hour lunch break. (Whilst these will be the normal hours some flexibility will be possible when requested.)

Paid weeks per year: Term time only (38 weeks) plus two weeks within school holidays to be taken as appropriate (total: 40 weeks).

Values

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

Purpose of the Job:

Under the guidance of the headteacher, be responsible for undertaking administrative, financial and organisational processes within the school.

Roles and Responsibilities:

1. Organisation

- a. Undertake reception duties and be the first point of contact for the school, answering general telephone, face to face enquiries and signing in visitors
- b. Operate relevant equipment/ ICT packages (e.g. word, excel, databases, spreadsheets, Internet, Arbour and PSF finance)
- c. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.;
- d. Assist in arrangements for school trips, events etc.
- e. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- f. Support the administration and management of the school facilities including liaising with suppliers and contractors and external users of the school premises.
- g. Assist in allocating & checking work of colleagues in the same work area including instructing and supporting colleagues if required.
- h. Provide advice and guidance to staff, pupils and others where relevant to the school administrator role.

2. Administer School Management Information System (Arbour) including:

- a. Keep pupil database, attendance data, statutory assessment data up to date
- b. Undertake annual census returns and submit to the DFE
- c. Add new pupils to database and import/export pupil information as pupils

join or leave the school

3. Administration

- a. Keep Single Central Record up to date
- b. Keep DFE "Get Information About Schools" records up to date
- c. Assist with the marketing and promotion of the school, including uploading information to the school website as requested, liaising with other staff and the member of the Good Shepherd Trust to facilitate this.
- d. Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence, submit returns to outside agencies eg DFE census data etc
- e. Produce reports and information as required from the IT systems
- f. Support the headteacher in the administration of staff timesheets and the completion of the payroll spreadsheet, checking the draft payroll run
- g. Support the headteacher in the completion, checking and reporting of new appointments onto the payroll system, the SCR, Arbour etc.
- h. Produce lists/information/data as required e.g. Local Governing Body (LGB) member contact lists
- i. Undertake typing and word-processing and other IT based tasks, e.g. update and amend policy documentation
- j. Sort and distribute mail
- e. Maintain manual and computerised records, particularly in relation to new admissions, buildings and Health & Safety.
- f. Take notes at meetings as requested
- g. Undertake routine administration of school lettings and other uses of school premises
- g. Organise letters and information related to the admissions process including admissions forms, school prospectus, acceptance letters and so on.

4. Finance Administration:

- a. For all finance administration, work within the requirements set out in the Trust Finance Manual and liaise with the Trust central staff team as appropriate, responding to requests for information etc.
- b. Administer all payments to the school, including lunch money, out of school provision, trip money, donations to school, facility lettings, uniform sales etc as appropriate to the school.
- c. Assist with the monitoring of the school's budget and support the management of expenditure within agreed budget headings
- d. Manage payments to the school through the Trust finance system including inputting student and sales invoices, issuing receipts and statements
- e. Support the management of debtors In conjunction with the headteacher
- f. Record on the finance system any monies received by the school and be responsible for banking these monies.
- g. Manage petty cash (if appropriate)
- h. Update the school asset register as equipment is purchased or disposed of and report to central Trust annually as part of the year end process.
- i. Assist with procurement and sponsorship including the processing of purchase orders

5. Health & Safety & Buildings

- a. Test fire alarm call points at a convenient time each week and other minor maintenance/Health & Safety tasks.
- b. Maintain and collate documents relating to buildings.
- c. Make arrangements for servicing contracts and routine maintenance relating to buildings and Health & Safety (under the direction of the Finance and Buildings

- Committee), e.g. arranging servicing of boiler, PAT testing, alarm servicing, getting quotes for decorating etc
- d. Maintain and collate documents relating to Health & Safety e.g. fire drill records, school Health & Safety policy based on Trust template, risk assessments, asbestos register, legionella plan etc
 - e. Ensure that medicine forms are available for completion and that accident forms are completed and the accident log on Arbour is kept up to date
 - f. Provide general advice and guidance to staff, pupils and others, particularly with regard to issues relating to the buildings, Health & Safety and LGB members, liaising with the Trust central staff team, Health & Safety Consultant and the Diocese as appropriate to the school administrator role.

6. General

- a. Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- b. Establish constructive relationships and communicate effectively with parents, children, external agencies and stakeholders
- c. Keep up to date with new policies issued by the Trust and support the head in ensuring any actions/ reports arising from these policies are undertaken
- d. Maintain "school only" policy folder/s (hard copy and electronic)
- e. Be aware of and support difference and ensure equal opportunities for all
- f. Contribute to the overall ethos/work/aims of the school/ Trust
- g. Appreciate and support the role of other professionals
- h. Attend and participate in relevant meetings as required
- i. Participate in training and other learning activities and performance development as required including inset days.

7. Local Governing Body (LGB) Administration Support (if not the clerk)

- a. Support the administration of the LGB meeting as required.
- b. Liaise with the clerk re LGB paperwork including the SCR, information for GIAS, LGB member register of interest, skills matrix etc.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This post will be subject to satisfaction of an enhanced DBS check.

Person Specification: School Administrator Level 2

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • be numerate and accurate • excellent communication skills, both verbal and written • English and Maths to GCSE level 5/ Standard Grade C or above 	<ul style="list-style-type: none"> • NVQ 2 or relevant equivalent qualification or experience in relevant discipline
Experience	<ul style="list-style-type: none"> • Experience in the use of Microsoft Excel and Word and other IT packages • worked in an office environment • experience of working successfully and co-operating as a member of a team • work on own initiative 	<ul style="list-style-type: none"> • worked in a school environment • experience of working with school information management programmes - eg Scholarpack • experience or knowledge of school life and demands • experience of online document sharing platforms such as 'Box'
Professional Values	<ul style="list-style-type: none"> • wish to work within a School, be sympathetic to the school's ethos & aims and meet the expectations of the school's LGB • adopt a flexible approach to working • Absolute discretion as the role involves handling confidential information 	
Knowledge and understanding	<ul style="list-style-type: none"> • confidence in the use of email and database programs • experience of banking procedures • knowledge of data protection regulations and how they relate to schools and impact on working practise 	<ul style="list-style-type: none"> • knowledge of the statutory requirements of legislation concerning Child Protection, Equal Opportunities, Health & Safety and how they apply to the school/ Trust
Skills	<ul style="list-style-type: none"> • promote the school's aims positively • establish and develop appropriate relationships with parents, LGB members and local community • communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; • competent secretarial skills • promote a positive working environment; • be able to prioritise workloads; have excellent time management and organisational skills; • be able to work under pressure & meet deadlines • ability to produce accurate financial and written English work with a keen eye for detail • be able to use initiative 	<ul style="list-style-type: none"> • First aid qualification or willingness to undertake a first aid qualification
Personal characteristics	<ul style="list-style-type: none"> • knowledgeable and highly competent • punctual • approachable and empathetic • creative and enthusiastic • organised and resourceful • committed • of smart appearance 	
Special requirements	<ul style="list-style-type: none"> • occasional attendance at meetings or training events outside normal hours • committed to ongoing personal development • understand, have sympathy for and work within the Christian values and ethos of The Good Shepherd Trust 	