**Job Description**

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| **JOB TITLE** | **School Administrator** |
| **SERVICE**  **LOCATION** | **Arbour House School**  Dorchester |
| **REPORTS TO** | Headteacher |
| **HOURS** | 40 hours per week during school opening hours  40 weeks per annum (38 in term time + 5 inset days + 5 days tbc to support admin processes for starts of new terms.) |
| **PURPOSE OF THE JOB** | |
| * Provide an administrative, clerical and financial support function for staff at the school and act as support where needed to the senior leadership team. * To provide a reception function and ‘Front of House’ role for the school. * To assist in the administration of the school’s finances. * To undertake the administration of staff-related tasks such as recruitment and new starters, payroll * To co-ordinate facility management related duties and tasks | |

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| **Main Responsibilities and Duties:** | % of Time |
| 1. Provides administrative support to the senior leadership team, teaching and support staff. This involves typing, photocopying, dealing with post, production of in-house documentation and reports, maintenance of filing and data systems, dealing with routine telephone enquiries, receiving visitors to the school, arranging meetings and taking minutes. Arranges meetings on behalf of the senior leadership team and prepares the required paperwork. Receives, sorts and prioritises in-coming mail (incl electronic enquiries) for the School. Attends to all out-going mail. 2. Provides a welcoming reception of the school in person, on the phone and via email. Ensures the school’s Visitors Policy is fully implemented. 3. Assists the Headteacher in managing the School’s financial procedures including liaison with the organisation’s Head Office to request petty cash and submit receipts, invoices, etc as required. Ensures that accurate records are maintained of all financial transactions affecting the school. Complete banking and ensures petty cash is available as required. 4. Provides financial support in terms of the school’s budget. This includes ordering goods, issuing and payment of invoices, operating and reconciling the imprest petty cash system, counting, recording and banking income. Participating in the reporting of all payroll documentation to Head Office. 5. Maintains an up to date inventory of all the school’s equipment and arranges regular servicing/maintenance and emergency repairs. Liaise with Headteacher in order to replace equipment. Sign for any goods received and facilitate repairs by sub-contractors visiting. 6. Maintains all the school’s records both manual and electronic, including personnel records, property matters, Health & Safety records, pupil records, takes minutes of staff and other meetings, etc. updates records as required. 7. Compiles monthly summary reports for Potens departments including Incidents and Accident reports, Staff Matrix for training undertaken. 8. Maintains the school’s Attendance Register and pupil records. Receives and sets up new records for referrals to the school and liaises with the appropriate professional staff where required, on behalf of the Headteacher. 9. Manages and logs confidential and delicate information regarding child protection, safeguarding or family related matters. 10. Liaises with the school’s caretaker to arrange for routine maintenance and repair to the school property as required. Undertakes required audits and checks in conjunction with the caretaker. 11. To be responsible for, and able to evidence, own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role including care law, policy and practice, safeguarding, health and safety and infection control and ensure that staff are appropriately briefed and trained. Attends all relevant school Inset training days as required. 12. Carries out additional duties and tasks that may be required within the range of the responsibilities of the post, ensuring that the maintenance of the service is maintained and which is consistent with Potens’ policies, procedures and practices. | 20%  15%  15%  10%  5%  15%  5%  3%  2%  5%  2%  3% |

VALUES

**Positive Regard**

Recognising and respecting the differences that every individual brings, both good and bad, and making the necessary adjustments to assist individuals to positively grow.

**Trust**

Ensuring that all communications are truthful, understandable to those it affects and maintains the relationship of reliability.

Personalisation empowering individuals to make choices and overcome obstacles.

**Shared learning**

Sharing knowledge, skills, attitudes and understanding whilst ensuring that any activity is done to the best of our collective abilities.

**Equality**

Treating everyone differently in order to afford them the same opportunities

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| WORKING RELATIONSHIPS AND CONTACTS |
| Internal: All staff within Potens. |
| External: Parents, SEN Team/ Social Services, external consultants, contractors and agencies.  CONFIDENTIALITY  The post holder must ensure that any information relating to employees and service users (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.  Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with other senior staff members or with the line manager.  HEALTH AND SAFETY  The post holder must be familiar with Potens Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.  MOBILITY/ FLEXIBILITY  You may be required to support other services within the South Central region on occasion.  WORKING ENVIRONMENT  The post holder is expected to work within a noisy environment and which is subject to frequent interruption from callers, staff, pupils and visitors.  At least 50% of the time will be spent using ICT equipment.  The post holder will be expected to work within an environment where pupils are likely to display emotional or behavioural difficulties and as such the post holder could be at potential physical risk. Full training is provided in how to manage this safely.  ***Potens is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***  This job description is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties and may include other duties as reasonably requested by your line manager. |

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| Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employee) | Date: |  |

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| **PERSON SPECIFICTAIONS**  **JOB TITLE: School Administrator (Education Services)**  **Assessment Method Key: A = Application Form I = Interview T = Test D = Documentary Evidence** |

|  | **Essential** | **Desirable** | **Assessment Method** |
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| **Qualifications** | * Educated to at least GCSE level or equivalent. | * IT and Operating Systems Certificates | A / I |
| **Knowledge and Ability** | Planning and Organisational Abilities   * Sound understanding of anti-discriminatory practice | * Knowledge of HR processes * Knowledge of Safeguarding practice and procedures * Knowledge of Health and Safety legislation | A / I |
| **Experience** | * Experience of undertaking a range of administrative tasks including maintenance of data bases, logging information, producing summary reports, typing minutes * Experience of work in an office environment of not less that twelve months. * Experience of developing professional relationships with colleagues and other other stakeholder – experience of being a central point of contact | * Experience of working with children/young adults with disabilities * Experience of analysing data, critically appraising situations and consider impacts before acting | A / I |
| **Technical/**  **Work-based Skills** | * Ability to balance daily demands against larger pieces of work and development. * A sound working knowledge of office and facilities procedures. * Sound IT. skills  (including Word, Excel, Power Point and use of e-mail and internet), good typing speed * Strong communication skills across a range of situations/ audiences * Organised approach to work completion * Ability to produce reports compiled from a range of data | * Formal minute taking experience * Good Financial Administration skills. | A / I |
| **General Skills/**  **Attributes** | * Excellent verbal and written skills * Ability to balance priorities with responsiveness to day to day matters, good time management skills * Collaboration and willingness to work in close co-operation with others to identify and put in place solutions, good communication with colleagues and seniors * Proactive, able to identify opportunities, take initiative and provide solutions, flexible approach to work * Good time management and organisational skills and able to work well under pressure * Proven ability to work with confidential matters * Tact & diplomacy * Ability to develop professional networks |  | A / I |