

JOB DESCRIPTION

Job Title	Senior Administrator
Band/Job Group	Band C
Hours/Weeks	37 Term Time Only plus 5 days
Special Conditions	KS2 site
School	Wood Green Junior (Federated with Albert Pritchard Infant)
Responsible to	Executive Head Teacher/Office Manager and PA

Job Summary

- To undertake clerical/administrative duties within the school.

Additional duties and responsibilities

1. Supervision of Administration Assistant
2. Monitor the collection of payments received in school via schoolcomms (cashless school) and associated paperwork in line with the School Financial procedures.
3. Monitor the procedures for Schoolcomms (cashless – on line payments) in line with the School Financial procedures.
4. Maintaining SIMS pupil information (using relevant software)
5. Administration of School Fund using School Fund Manager
6. Attendance, first day calling and associated paperwork
7. Typing and clerical duties
8. Dealing with outside agencies
9. Maintain single central record
10. Maintain Sharepoint, calendar
11. Maintain Frog Parent Page - to ensure that parents/carers are always aware of any activities/holidays in school.
12. Organisation of trips and associated paperwork
13. Record deliveries in line with the School Financial Procedures
14. Raise Orders and process invoices in line with the School Financial Procedures

15. Completion of Pupil Migration Reports – Sandwell Pupil Tracker
16. Completion of CTF's using Webxchange and S2S
17. Assistance with collection of information for school census.
18. Ensure that a record is maintained of end of year pupil transfers to Junior/Secondary schools and admission to nursery.
19. Update Evolve when required (EVC)
20. Ensure that external display boards are updated regularly.
21. Ensure that hospitality in school is maintained to the highest standard at all times in line with school protocol.
22. It is your responsibility to carry out your duties in line with the Councils policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
23. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holders salary grade, abilities and aptitudes.
24. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	<p>A minimum of NVQ level 2 in school admin or experience of working in a school office setting.</p>
Experience	<p>Use of management information systems</p> <p>Effective communication skills</p> <p>Ability to prioritise own workload</p> <p>In depth working knowledge and experience of SIMS/FMS and School Fund Manager</p>
Training	<p>Willing to attend relevant training</p> <p>Willingness to extend own knowledge and skills through a programme of CPD</p>

Special Knowledge	SIMS/FMS School Fund Manager Word, Excel, Publisher
Circumstances	Ability to work when the school is open (Term Time working + five days). Flexibility of hours
Disposition	Ability to use initiative Self motivated Ability to work within a team Approachable
Practical and Intellectual Skills	Good communication skills – written and verbal High standard of presentation
Legal Requirements	Enhanced DBS Check for Regulated Activity