

The Woodside Primary Academy

JOB DESCRIPTION

Job Title: Administrator – Level 3

Grade: Scale 5

Range: 12 - 16

Requirements: 36hrs x 45.6 week per year

Responsible to: Office Manager

Job Purpose

- Under the guidance of senior staff: be responsible for undertaking administrative tasks and the management of at least one designated school system within the school. Assist with the planning and development of the office service.

Major Tasks, Duties and Responsibilities

1 Organisation

- Undertake the administration and management of a designated school system
- Deal with complex parent/reception/visitor etc. matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate

2 Administration

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Complete and submit required forms, returns etc., including those to outside agencies e.g. DfES, local authority.

3 *Resources*

- Operate relevant equipment/complex ICT packages including Microsoft packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with marketing and promotion of the school.

4 *Responsibilities*

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

This job description is not necessarily a comprehensive definition of the post. The role will be subject to annual review in light of the developing role and in accordance with the school's performance management for staff and can be subject to modification or amendment at any time after consultation with the holder of the post.