

## **The Federation of Mowden Schools (Academy Trust)**



### **GENERIC JOB DESCRIPTION / PROFILE**

<b><u>POST TITLE:</u></b>	<b>ADMINISTRATOR – LEVEL 2</b>
<b><u>GRADE:</u></b>	<b>Band 4 (SCP 6)</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>To the Head Teacher</b>
<b><u>JOB PURPOSE:</u></b>	<b>Under the direction/instruction of senior staff: provide clerical, administrative and financial support to the academy.</b>
<b><u>POST NO.</u></b>	

### **MAIN DUTIES/RESPONSIBILITIES**

**Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).**

1. To undertake typing and word-processing accurately and in a timely manner as required by Senior Staff.
2. To deal with enquiries by telephone, face to face and email, and ensure that they are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
3. Provide administrative support duties to support the smooth running of the school office including photocopying, filing, completion of forms, registers, school meals and educational visits.
4. To minute and take notes of meetings as required by Senior staff.
5. To maintain and update manual and computerised records / management information systems as required including production of lists / information e.g. pupil data.
6. To undertake routine financial administration e.g. collecting and recording dinner money, school trips money, petty cash etc.

7. To sort incoming and outgoing mail and distribute across the Academy as appropriate.
8. To ensure that visitors to the Academy are received courteously and punctually.
9. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
10. To provide cover / assistance to other members of staff as required.
11. To ensure that adequate levels of supplies and stocks as available and as required by Senior Staff i.e. uniform, text books, snacks for snack shop.
12. To co-ordinate uniform / snack / book and other “shops” within Academy including taking money and placing necessary orders with external suppliers.
13. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
14. To carry out your duties with full regard to the Academy’s policies including, but not limited to, Safeguarding, Health & Safety, Equality Policy and Race Equality Scheme, Code of conduct, Data Protection.
15. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
16. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.*

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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**GENERIC PERSON SPECIFICATION – ADMINISTRATOR LEVEL 2**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ level 2 in Administration, Business Studies or equivalent	AF/C			
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF/C			
	E3	Word Processing / Typing Qualification (i.e. RSA)	AF/C			
<b>Experience &amp; Knowledge</b>	E4	Knowledge and / or experience of First Aid.	AF/I/R	D1	Awareness of child protection issues	AF/I/R
	E5	At least 1 years previous Administrative experience including undertaking financial administration procedures (invoices, ordering)	AF/I/R			
	E6	Experience of face to face and telephone reception duties	AF/I/R			
	E7	Knowledge of Data Protection requirements and understanding of confidentiality	AF/I/R			

<b>Skills</b>	E8	Ability to relate well to children and adults	AF/I/R			
	E9	Ability to work successfully as part of a team	AF/I/R			
	E10	Ability to communicate both orally and in writing to a wide range of audiences	AF/I/R			
	E11	Ability to maintain accurate records	AF/I/R			
	E12	IT Literate, capable of using MS Word / Excel and office packages	AF/I/R			
<b>Personal Attributes</b>	E13	Participate in development and training opportunities	AF/I/R			
	E14	Ability to abide by Academy policies and procedures	AF/I/R			
<b>Special Requirements</b>	E15	Motivation to work with children	AF/I/R			
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E17	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF/I/R			
	E18	Suitability to work with children	AF/I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references