Job Description

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| **Job Title:** | Primary School Administrator |
| **Location** | HFCMAT – Our Lady of Pity Primary School |
| **Responsible To:** | Headteacher |
| **Salary Grade:**  **Contract:** | Band D 6-7 £19,698 - £20,092  Fixed Term Contract – 15 hours per week, 38 weeks per year |

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| **Key Purpose of Job**  Support the Primary School Administrator with the administrative support for the completion of effective support services in the running of the school. |

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| **Key Responsibilities of the Post**  **General Reception**   * To support with general administration and the school office emails * Answering face to face, telephone and email enquiries in a timely and professional manner and passing on messages as required * Support with the management of visitors, signing in process of all visitors to the site and ensuring accurate records are kept * Support with communicating with parents regarding all aspects of school life, receiving and passing on messages and information between parents and teachers in a timely manner   **General Administration – School Transport & Extra Curricular clubs**  For the school admin team to support with the school transport and extra curricular clubs including:   * Bus lists * Bus escort cover * Bus arrangements * Bus queries * Bus Registers * Bus queries en route * Late/cancelled buses AM * Late/cancelled buses PM * Administration of extra curricular clubs   **General Administration**   * Supporting with hospitality where needed * Supporting whole school administration commensurate with the role * Maintaining manual and computerised records/management information systems * To operate relevant IT equipment and software packages e.g. Word, Excel, databases and internet * Sorting and distributing mail * Attending and participating in relevant meetings as required * Participating in training and other learning activities and performance development as required |
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| **Supervision / Line Management Responsibilities of the post**   * None |

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| **Working Environment & Conditions of the post**  Normal office environment |

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| **Other Duties**   1. To support and promote the catholic ethos  To undertake additional duties as required, commensurate with the level of the jobTo contribute to the effective working of the HFCMAT  1. Maintain positive, professional relationships with students, parents/carers and teachers  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

Person Specification

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| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent  Willingness to identify and take part in relevant self- development opportunities  Business Administration qualification | E  D  D | A, C  A, C, I  A, C |
| B. Experience | Experience of administration and procedures  Experience of Data Protection and GDPR processes and requirements  Experience of working in an environment where due regard for confidentiality and discretion is paramount  Experience of business support administration in a school environment | E  D  E  D | A, I, R  A, I, R  A, I, R  A, I, R |
| C. Knowledge/ Skills | Knowledge of employment law, including the Equality Act 2010  Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act  The ability to undertake a wide range of operational and administrative tasks  The ability to adapt to both varying tasks and those of a routine nature  The ability to absorb information readily and speedily and work under pressure  A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation.  The ability to respond effectively and build good relationships with staff  Good level of written and verbal skills  Ability to exercise discretion and maintain confidentiality  Good organisational skills with the ability to multi task  Ability to use initiative and work independently  Good IT skills, in particular Excel, Word and email | D  D  E  E  E  E  E  E  E  E  E  E | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | C |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference