**Recruitment Job Description**

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| Job Title | **School Administrator**  Administrative Support  Level Two | Department | Education and Lifelong Learning |

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| Post Number | N/A | Section | Admin Team |

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| Grade | Grade 2, point 3 |

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| Location | Dormston School |  |  |

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| Reports To | Head of Year Secretary |
| Responsible For | N/A |

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| Main Purpose of the Job: |
| To provide whole school administration/data support under the direct supervision of the Head of Year Secretary.  Experience of working effectively in a busy office environment is essential.  An NVQ Level 2 should either be held or willing to be worked towards. |

**Main Activities**

**This is a varied role providing administrative support to the pastoral team at Dormston School. Below is a general overview of the role however please be aware that the role can change on a regular basis in order to meet the needs of the school.**

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| **Administrative Duties**   * administrative support to the Pastoral Team using relevant software and Microsoft Office applications including data entry and production of reports; * administrative support for Head of Year staff under supervision of the HoY Secretary including general admin support using Microsoft Word, mail merge, production of certificates, general filing, liaising with external agencies and assistance with school banking; * to assist with the collection and input of pupil data; * to prepare accurate statistics/reports for school and outside agencies as directed by the Pastoral Team * management of Free School Meals administration including updating relevant software packages and records; * administration for the admissions & pupil induction process if and when required; * produce class lists, usually in response to teacher enquiries, of e.g. medication information, contact numbers, addresses and ensure consent forms are returned;   **Support for the School**   * be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. * contribute to the overall ethos/work/aims of the school. * participate in training, other learning activities and performance development as required. * attend and participate in meetings as required. * any other duties commensurate with the duties/responsibilities/grade of the post * all staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. |

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| Special Conditions | This post is 20 hours per week, term time only. |

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| Car Allowance | N/A |

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| Prepared By | Philippa Gamble |

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| Date | November 2024 |

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that this post is subject to Enhanced DBS Clearance, Qualification and ID Checks.**

**Person Specification**

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| Job Title | **School Administrator**  Administrative Support Officer - Level 2 | Department | Education |
| Post Number | N/A | Section | Admin Team |
| Grade | Level 2 | Location | Dormston School |

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| Criteria (Essential) | Assessment By | | | |
| Experience | Application | Interview | Tests | Other |
| Demonstrable experience of clerical/administrative/financial work;  Experience of working with Microsoft Office and in house systems to an intermediate level.  Proven success of working within a busy environment | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | |  | |
| Qualifications/Training |  |  |  |  |
| NVQ 2 or equivalent qualification or experience.  Good numeracy and literacy skills | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | |  | | |  | | --- | |  | |
| Practical Skills | Application | Interview | Tests | Other |
| Effective use of ICT packages including an extensive knowledge of Excel and SIMS.  Ability to use relevant technology/equipment.  Good keyboard skills.  Ability to work independently and accurately under pressure to strict deadlines.  Ability to deal with confidential information/paperwork in compliance with school policies. | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | |  | |
| Personal Qualities and Attributes |  |  |  |  |
| Able to work accurately and efficiently with data.  Ability to relate well to children and adults.  Able to work constructively as part of a team, understanding school roles and responsibilities and own position in these.  Ability to identify own training and development needs and willingness to participate in development and training opportunities.  Able to prioritise key tasks and communicate clearly with supporting team. | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | | x | | |  | | --- | |  | |

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