

**Role Profile and Person Specification  
for the post of  
School Administrator**

**May 2018**



## Role Profile

<b>Job Title:</b>	School Administrator
<b>Grade Range:</b>	Grade 6 – Scp 26 - 28
<b>Hours:</b>	Full time 36 hours per week, term time plus 1 weeks (holidays to be taken during school holidays)
<b>Location:</b>	Red Gates School, Farnborough Avenue, Croydon CR2 8HD
<b>Reports to:</b>	School Business Manager
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• PA support to the Head Teacher and Senior Leadership Team(SLT)</li><li>• Administration of the HR processes, systems and reporting in accordance to School Policies and Procedures. Responsibility for staff, contractor &amp; visitor DBS checks and the single central record and other general administrative duties.</li><li>• Administration of pupil data for progress tracking and reporting.</li><li>• Understanding and working within GDPR regulations when processing personal data for the school.</li></ul>
<b>Role Purpose and Role Dimensions:</b>	<p>This role forms part of the school administration team, which is led by the School Business Manager and includes a Caretaker, Clerical Assistant, Pupil Administration Officer and Finance Officer.</p> <p>It is proposed that 50% of the role will be spent providing high level administrative support to the Head Teacher and SLT. The remainder of the role will be split between the HR administration duties and pupil data tracking and reporting duties. The post holder will be expected to deputise in some instances for the School Business Manager as and when necessary.</p>
<b>Commitment to Diversity:</b>	<p>As a member of the School Team to take individual and collective professional responsibility for championing the diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• The wider Education Community in Croydon</li><li>• Local Authority Officers</li><li>• Providers of Services to the School</li><li>• Data Protection Agencies</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>• Head Teacher &amp; Senior Leadership Team</li><li>• School Business Manager</li><li>• School employees</li><li>• The Board of Governors</li><li>• Pupil parents and carers</li></ul>
<b>Key Areas for Decision Making:</b>	Administration of the above and providing support for pupils, staff and parents/carers

**Other Considerations:**

The role demands excellent secretarial verbal and written skills in English.  
The candidate needs to be able work collaboratively with other office staff as well as being able to manage a multi-task and diverse workload  
Tact and discretion required in dealing with personal information

**Key Accountabilities and Result Areas:**

**Key Elements:**

**Organisation**

**This will involve:**

- Deal with complex administrative matters
- Contribute the effective diary planning of SLT
- Contribute to the effective running of SLT and governors meetings
- Contribute to the planning, development and organisation of support service systems/procedures/policies

## Administration

### This will involve:

#### PA support

- Provide confidential personal, administrative and organisational support to the Head Teacher and senior leadership team.
- To produce reports, documents, presentations and data returns
- Prepare presentations to a wide variety of audiences
- To draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the SLT.
- Update statutory documents and policies as required
- To maintain both a paper and electronic recording and filing system for the Head Teacher to ensure key information is accessible when required
- To arrange meetings, prepare agendas and produce minutes
- To ensure that matters arising from meetings are dealt within the agreed timescale
- To manage diaries with accuracy and foresight

#### HR Administration

- Undertake administration of complex HR procedures in accordance with school policies
- Be first point of contact for staff HR & Data queries
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE.School Workforce Census
- Manage the school's Single Central RECORD, ensuring DBS checks are up to date and complete for all staff, volunteers, contractors and visitors where required
- Undertake the administration of staff information on the SIMS database
- Process staff leave requests and sickness absence forms
- Maintain accurate records of staff absence for reporting purposes
- Update SIMS and Itrent systems for staff sickness
- Manage the administration of Staff Overtime forms and input to Itrent system
- Manage the administration of recruitment e.g. arranging advertising, compiling application packs, communicating with candidates and organising and co-ordinating the interview days
- Carry out the administration and clerical processes relating to staff recruitment to include medical clearance, DBS checks, Right to Work checks, New Starter packs, forms for Payroll and HR
- Administration of staff contract changes including updating staff records
- Administration of staff training including updating staff records
- Ensuring staff personnel files are up to date and complete and personal information stored securely and comply with GDPR guidelines.

#### Pupil Data

- Manage manual and computerised pupil record/information systems.
- Analyse and evaluate pupil progress data/information and produce reports/information/data as required.
- Ensure that pupils' personal data is handled in accordance with GDPR guidelines, in particular when sharing information with 3<sup>rd</sup> Parties such as the Council, DfE and other handlers of pupil data.

## Resources

### This will involve:

- Operate relevant equipment/complex ICT package including SIMS, Itrent and pupil tracking tool
- Operate effectively Microsoft Office tools including calendar, word, excel and PowerPoint
- Provide simple HR advice and guidance to staff.
- Assist with marketing and promotion of the school.

## Key Accountabilities and Result Areas:

## Key Elements:

### Responsibilities

#### This will involve:

- Be able to show discretion and respect confidentiality at all times.
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity 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 staff 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.
- As a data processor of personal information, work within the school's GDPR framework and maintain the School's log of data breaches as directed by SBM.

### Green Statement

#### This will involve:

- Seek opportunities for contributing to sustainable development of the borough. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### Data Protection

#### This will involve:

- To be aware of the schools' responsibilities under the Data Protection Act 1984 and GDPR May 2018 regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### Confidentiality

#### This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities**

### **This will involve:**

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## **Key Accountabilities and Result Areas:**

### **Key Elements:**

## **Customer Care**

### **This will involve:**

- Able to demonstrate a commitment to the customer care

## **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- Attend internal and external Admin meetings and feedback to colleagues relevant items
- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies, interventions and policies



## Person Specification

### Job Title:

School Administrator

### Essential Qualifications & knowledge:

- NVQ 3 or equivalent qualification and/or or experience in relevant discipline.
- Knowledge of personnel administration
- Knowledge of School HR and contract arrangements is desirable
- Knowledge and understanding of data protection regulations and GDPR is desirable

### Essential skills and abilities:

- Effective time management and prioritisation skills with ability to work to deadlines that can change frequently whilst maintaining a clam professional manner
- Ability to manage own time effectively and demonstrate initiative, including establishing priorities.
- Proficient in the use of Microsoft Packages (including but not limited to Word, Outlook, Excel and PowerPoint).
- Excellent ICT skills including maintaining databases, manipulating data and report writing.
- Ability to gather information, analyse date and problem solve
- Ability to interpret data and present findings and recommendations to SLT.
- Excellent numeracy/literacy and typing skills to be able to prepare documents for review
- Be conscientious, having a good eye for detail and most importantly accuracy
- Excellent customer service skills with a friendly, approachable and professional manner with the ability to communicate effectively at all levels
- Be able to show discretion and respect confidentiality at all times
- Ability to relate well to children and adults.
- Work constructively and efficiently as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to interpret and adhere to Government legislation and to the school's policies and procedures to include Data Protection and GDPR, the Equal Opportunities policy, Child Protection policy and all Health & Safety related policies.

### Essential experience:

- Experience of providing administrative support to senior management.
- Recent experience of working in a school office or similar work setting.
- Experience in managing SIMS or a similar MIS package is desirable.
- Experience of HR administration.
- Experience of development, management and operation of administrative systems.
- Experience of data protection compliance desirable.

### Special conditions:

- Appointments subject to completion of successful enhanced DBS check, right to work check, satisfactory references and health clearance.
- Be prepared to attend meetings at other sites.
- Prepared to present a smart and professional appearance.
- Have excellent written and spoken English language communication skills
- Have a high level of self-motivation
- Willingness to get involved in school life.

