

Howard Primary School

Administration & Organisation Level 3 +

Role Profile and Person Specification

(see separate Howard Job Specification for main duties)

November 2007 (updated August 2019)

HOWARD PRIMARY

Job Description

Job Title:	Administration & Organisation Level 3 +
School /Academy:	Howard Primary School
Grade Range:	Grade 6 - Scp 18-20
Hours per week:	36
Work Pattern:	Term Time Only (plus two additional weeks during school holidays)
Location:	Croydon
Reports to:	Head Teacher
Responsible for:	Premises and admin staff
Role Purpose and Role Dimensions:	Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	
Key Internal Contacts:	<ul style="list-style-type: none">▪▪▪▪▪
Financial Dimensions:	
Key Areas for Decision Making:	<ul style="list-style-type: none">▪▪▪▪
Other Considerations:	

Key Accountabilities and Result Areas:

Organisation

Key Elements:

This will involve:

- Deal with complex reception/visitor etc. matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Assist in the organisation of school trips/events etc in co-operation with other staff. Ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Supervise, train and develop Administrative Assistants as appropriate.

Administration

This will involve:

- 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.
- Provide administrative and organisational support to the Governing Body.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
- Undertake the administration of Payroll systems.
- Oversee the organisation and management of procedures relating to admissions ensuring Croydon's criteria are adhered to correctly;
- Manage induction procedures for new children e.g. tours of the school as required, meetings for new Year 3 parents;
- Book training courses for staff as directed by the Headteacher.
- Manage the administration of recruitment e.g. arranging advertising, collating documentation for candidates and arranging for this to be sent;
- Carry out the administration and clerical processes relating to staff recruitment and other staff changes to include medical clearance and criminal record checks as required.

Resources

This will involve:

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage expenditure within an agreed budget.
- Be responsible for school's registration with Data Protection Agency and quarterly film return to Centre for Education and Finance Management;

Key Accountabilities and Result Areas:

Key Elements:

Responsibilities

This will involve:

- 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.

Green Statement

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating 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:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be 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.

Key Accountabilities and Result Areas:

Key Elements:

Equalities and Diversity

The School/Academy 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. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

Safeguarding

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Customer Care

This will involve:

- Ability to demonstrate a commitment to the School/Academy's Customer Care Policy.

Health and Safety

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:

- Participating in training to be able to demonstrate competence.
- Participating 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/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

Administration & Organisation Level 3 +

Essential knowledge:

- NVQ 3 or equivalent qualification or experience in relevant discipline.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Essential skills and abilities:

- Very good numeracy/literacy skills.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Effective use of ICT and other specialist equipment/resources.
- Very good ICT skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Participate in development and training opportunities.

Essential experience:

- Experience of development, management and operation of administrative systems.

Special conditions:

- Enhanced DBS check.
- Prepared to present a smart and professional appearance;
- be articulate, able to communicate effectively and accurately in oral and written form;
- be able to work effectively under pressure;

Further advice on specific points in this role profile can be obtained from their HR provider.