

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: Norden Community Primary**

**JOB DESCRIPTION**

<b>Job Title:</b>	Administration (Level 3)
<b>Grade:</b>	Grade 4 (SCP) 7-11
<b>Responsible to:</b>	Headteacher/Business Manager.
<b>Responsible for:</b>	N/A
<b>Hours of Duty:</b>	<b>37 hours per week. 8:00am – 4:15pm Monday – Thursday 8:00am – 3:45pm Friday</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>➤ The Postholder may be required to attend evening and weekend meetings</li><li>➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>➤ <b>Annual Leave – Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li><li>➤</li></ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"><li>➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li></ul></li><li>➤ Be aware of and apply the Rochdale Way behaviours at all times.</li></ul>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To provide full administrative, organisational and financial support to the school and assist with the planning and development of support services.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the school.

Collecting and accounting for money such as dinner and milk money, school fund, trip, photograph money and charitable collections.

To produce, maintain and monitor budgetary information.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To operate general of office equipment, ICT systems including hard and software and the orderly storage of stationary and office supplies.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with the school's Health and Safety policies, procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's Performance Management Framework.

## **Relationships (Internal and External)**

- Internal:**
1. School staff.
  2. Senior managers.
  3. Governors.
  4. Volunteers
  5. Pupils.
  6. Users of the School.

- External:**
1. Parents/Carers.
  2. Staff in other schools and within the LA.
  3. Suppliers of equipment and services.

## **RESPONSIBILITIES:**

### **The postholder must:**

1. Perform his/her duties in accordance with Equality and Diversity Policy.
2. Be able to render regular and efficient service to undertake the duties of this post.
3. Ensure that the requirements of the Schools Financial Values Standards (SFVS) document are adhered to.

## **PRINCIPAL DUTIES**

1. To provide full administrative and financial support to the Business Manager.
2. To undertake word processing tasks including the production of letters, reports and schedules and utilise other ICT packages e.g. emails, databases, spreadsheets and the Internet.
3. To develop effective administration systems and processes to support the efficient running of the school and make best possible use of resources.
4. To provide general administrative support e.g. photocopying, filing, faxing, emailing, sorting and distributing mail, completing forms and responding to routine and complex correspondence.
5. To take notes/minutes of meetings and support the organisation of meetings, including typing agendas, collating papers, booking meeting rooms and arranging catering.
6. To maintain and collate registers and pupil reports including PLASC information and that routinely required by the LA and DfE, and to produce management information/data as required including nationally reportable assessment data.
7. To manage the administration of school lettings and other uses of school premises.
8. To accurately input to databases and spreadsheets and maintain manual and computerised records.
9. To manipulate and analyse data to produce reports/management information.
10. To produce financial information, maintain budgetary systems and assist the Headteacher/Business Manager in preparation of the annual budget.
11. To proactively monitor school budgets and alert the Headteacher/Business Manager about any areas of concern.
12. To manage/undertake the bookkeeping, collection and accurate recording/balancing of funds. Examples may include the school fund, petty cash, school trips and events, photographs, postage, school meals, milk, telephone calls etc.
13. To be responsible for chequebook management and the security of monies according to School policies.
14. To undertake the administration of all HR, recruitment and payroll information and systems.
15. To maintain school stock and supplies, cataloguing and distributing these as required.
16. To operate uniform/snack or other school 'shops' within school including responsibility for balancing payments.

17. To act as a first point of contact, undertaking reception duties and answering telephone and face-to-face enquiries.
18. To welcome visitors to the school, ensuring that health and safety and safeguarding procedures are followed, including maintenance of the Single Central Record, signing visitors in/out, issuing badges and escorting visitors as required.
19. To respond to queries from staff, pupils, parents and external visitors.
20. To liaise and make arrangements for external visitors, for example the school nurse, Music Service, photographer, linked schools and parents, in conjunction with the Headteacher/Senior Staff, and facilitate requirements.
21. To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, in accordance with school procedure.
22. To make arrangements for school trips, events etc as directed.
23. Under the direction of the Headteacher, to organise supply cover.
24. To assist with procurement and sponsorship to support the promotion and marketing of the school.
25. To supervise, train and develop staff as appropriate.
26. To provide administrative and organisational support to the Governing Body and its committees.

### **SECONDARY DUTIES**

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To comply with and assist with the development of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend and participate actively to meetings as required.
6. To appreciate and support the role of other professionals.
7. To recognise own strengths and areas of expertise and use these to support and advise others.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_