

## METROPOLITAN BOROUGH OF KNOWSLEY

**SCHOOL**  
**POST TITLE** ADMINISTRATOR  
**GRADE** LEVEL 4  
**RESPONSIBLE TO**

### MAIN PURPOSE

To be responsible for effective whole school administration, financial, human resource and organisational systems, with considerable independence being accountable for actions. Responsibility for managing resources within a budget, having a lead role in the marketing/promotion of the school, securing sponsorship/funding.

### MAIN DUTIES

#### Administration

To take a lead role in the planning, development, design, organisation and monitoring of support services and whole school systems, procedures and policies.

Take lead role in the development and maintenance of manual/computerised record/information systems.

Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.

Produce and respond to complex correspondence.

Manage the administration of the payroll system.

Manage financial and human resource administration procedures including complex administrative procedures.

Responsible for the completion and submission of complex internal and external forms and returns.

#### Organisation

Provide organisational and complex advisory personal support to other staff.

Responsible for the co-ordination and organisation of teaching cover as and when necessary.

To participate and assist in the organisation of examination invigilation as and when necessary.

Responsible for the organisation of examinations, including liaising with the relevant Examinations Boards and checking examination papers. **May be deleted if not appropriate to school need.**

To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures.

Responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents etc. including insurance and risk assessments.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.

To manage the Headteacher's diary including the arrangement of meetings, appointments etc. **May be deleted if not appropriate to school need.**

## **Resources**

Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.

Provide guidance and advice to staff and others on complex issues.

Take a lead role in budget planning, expenditure, monitoring and evaluation and the provision of regular reports to the School Management Team (SMT) and Governing Body as required.

Manage all financial administration and sign off/close down end of year budget in accordance with the financial regulations.

Undertake research and obtain information to inform decisions.

Lead role in procurement and securing sponsorship / funding.

Manage facilities including premises, lettings and associated income, building and projects.

Manage school licences and insurance.

Take a lead role in marketing and promoting the school.

Responsible for the management of ICT network.

Management of Health and Safety in the school.

Responsible for the negotiation of contracts for large scale purchases and bulk buying contracts in association with other schools as appropriate.

## **Support for the School**

Be aware of and comply with school 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 to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

## **Line Management**

To take a lead role in the recruitment of support staff and in managing associated employment procedures.

Management responsibility for all support staff including performance management, attendance, training and development.

To take a lead role in relation to recruitment and selection and effective induction to all support staff posts.

Responsible for the effective communication with all support staff, holding regular team meetings with managed staff.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

## **Personal Attributes**

### **Communication & Influence**

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

### **Team working**

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

### **Organisational Awareness**

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

### **Adaptability**

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

### **Use of technology**

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

### **Professional Values and Practice**

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

### **Experience & Knowledge**

Several years experience of working in an office environment at a senior level.

Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.

Appropriate knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

**Qualification & Training**

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.  
NVQ Level 4 in Administration/Business/Certificate in School Business Management  
or equivalent qualification or experience.  
Requirement to complete Support Staff Induction Programme.  
Requirement to complete Appointed Persons First Aid at Work training.

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**Date Issued:**

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**Line Manager Signature:**

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**Employee Signature:**

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