



**THE BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS' FEDERATION**

BELIEVING, CELEBRATING, SUCCEEDING

EXECUTIVE HEAD TEACHER: MR A. ORLIK



JOB DESCRIPTION

JOB TITLE School Senior Administrator Level 3 (Supervisory)_____ JOB NO ADM3_____
SERVICE AREA Schools_____ SECTION Education Support_____
LOCATION _____ GRADE G5_____ SCP's 012 - 017_____
PURPOSE OF JOB: Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services
RESPONSIBILITY LINKS Reports to: Federation Business Manager & ELT Responsible over: Supervise junior members of staff
SPECIAL CONDITIONS:
MAIN ACTIVITIES: Organisation <ul style="list-style-type: none">• Deal with complex reception/visitor, etc. matters• Contribute to the planning, development and organisation of support service systems/procedures/policies• Organise school trips/events, etc.• Regularly supervise, train and develop staff Administration <ul style="list-style-type: none">• 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• Reviewing child case notes and liaising with parents and guardians• 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, eg DfE• Undertake the administration of payroll systems

Resources

- 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, parents and others by telephone or in person
- 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

Responsibilities

- 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

