ROCHDALE BOROUGH COUNCIL

SCHOOL: Bowlee Park Community School

JOB DESCRIPTION

Job Title:	Administration (Level 2)
Grade:	Grade 3 (SCP) 5-6
Responsible to:	**Headteacher/School Business Manager**
Responsible for:	**Not applicable**
Hours of Duty:	**37.00 hours per week + 1 additional week on completion of 5 years service with Local Authority**
Any Special Conditions of Service:	➢ The Postholder may be required to attend evening meetings ➢ 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. ➢ **Annual Leave – Term Time Only** – 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. ➢ The ability to converse at ease with customers and service users and provide advice in accurate spoken English
Values and Behaviours:	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

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

Organisational Chart:

Headteacher
↓
School Business Manager
↓
Administrative Assistant

PURPOSE AND OBJECTIVES OF THE JOB

1. Under the direction/instruction of senior staff, provide administrative, organisational and financial support to the school.

CONTROL OF RESOURCES

Personnel
To direct and support staff under postholder's control. **(If appropriate)**

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, and photograph money and charitable collections.

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

To adhere to the school's rules and regulations relating to the use of ICT, email and intranet/internet access.

Operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

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.

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.

PRINCIPAL DUTIES

1. To provide administrative support to the Headteacher/Business Manager/Senior Administrative Officer. This will include general administration duties e.g. photocopying, filing, faxing, emailing, and completing routine forms.

2. To undertake word processing tasks including the production of letters, reports and schedules and to utilise other ICT packages e.g. email, databases, spreadsheets, Internet.

3. To take notes/minutes of meetings and support the organisation of meetings, including typing agendas, collating papers, booking meeting rooms and arranging catering.

4. 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.

5. To undertake routine administration of school lettings and other uses of school premises.

6. To accurately input to databases and spreadsheets, maintain manual and computerised records and produce reports/management information.

7. To undertake accounting processes for collecting monies and accurately record and balance funds. Examples may include the school fund, petty cash, school trips/events, photographs, postage, school meals, milk, telephone calls etc.

8. To undertake general financial administration e.g. processing orders, preparing statements for individual budget holders.

9. To maintain school stock and supplies, cataloguing and distributing these as required.

10. To operate uniform/snack or other school ‘shops’ within school including responsibility for balancing payments.

11. To undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.

12. To act as a first point of contact, undertaking reception duties and answering telephone and face-to-face enquiries.

13. To welcome visitors to the school, ensuring that health and safety and safeguarding procedures are followed, including signing visitors in/out, issuing badges and escorting visitors as required.

14. To respond to general day to day queries from staff, pupils, parents and external visitors.

15. To make arrangements for external visitors, for example the school nurse, photographer, linked schools and parents, in liaison with the Headteacher/Senior Staff.

16. To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, in accordance with school procedure. **<Please delete as appropriate>**

17. To make arrangements for school trips, events etc as directed.

18. Under the direction of the Headteacher, to organise supply cover.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.

2. To be aware of and comply with 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 relevant meetings as required.

6. To appreciate and support the role of other professionals.

7. 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 post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____