

Job Description

Job Title	Admin (Personnel/Clerical) - primary
Grade	2020 Scale 4 (2019 Band 3)
Reports to	Headteacher
Liaison with	Finance Manager & other School Staff
Job Purpose	Manage Personnel and Premises related administration
Duties Welfare	<ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the School's policy, and order first aid supplies as necessary To liaise with parents regarding pupils sickness/injury To assist with visits from the nurse, dentist etc To assist with the general welfare of pupils To manage attendance data across the school Act as link with parents and LA with regard to attendance
Reception	<ul style="list-style-type: none"> To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book To accept and sign for deliveries as appropriate To provide hospitality for visitors to the school
Clerical	<ul style="list-style-type: none"> To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier Sending of outgoing post and sorting incoming post including the purchase of stamps To provide general clerical support as required To assist with the monitoring and maintenance of stock To assist with the administration of school visits in liaison with the teaching staff To undertake routine data input and typing To assist with lost property
Personnel	<ul style="list-style-type: none"> Maintain manual and computerised personnel records Administrative tasks in connection with the recruitment of staff Completion of staff contracts of employment Be responsible for supporting administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts Be responsible for supporting administration arising from staff absence Be responsible for recording, monitoring and claiming of overtime and other subsistence claims Maintain records of supply teacher employment and arrange monthly pay claims Advise school staff on personnel related matters Advise Headteacher/Governing Body on pay and contractual matters

Data Control	<ul style="list-style-type: none"> • Implement and monitor staff and other data subjects when processing data • Provide advice on the aspects of data protection • Determine the purpose for which and the manner in which personal data is, or is to be, processed
Administrative	<ul style="list-style-type: none"> • Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary • To take responsibility for dealing with complex enquiries or difficult visitors to the school • To draft correspondence, policies and other documentation to the Headteacher's specification • Arrange for updating, publishing etc. of school handbook, prospectus and other documents • Complete such returns as may be required by the LEA, DfES etc • Word processing
Security	<ul style="list-style-type: none"> • Dealing with enquiries from officers and employees of the LEA, workers and contractors and where appropriate in liaison with the Head/Deputy teacher
Health and Safety	<ul style="list-style-type: none"> • Supporting the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Headteacher and Health and Safety Officer for the school • Monitoring the appropriate premises, caretaking and cleaning related Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Officer for the school
Premises	<ul style="list-style-type: none"> • Making arrangements and carrying out routine procedures or inspections on ancillary equipment e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage • To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise work programmes • To arrange for the caretaking team or other contractors to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned e.g.: <ul style="list-style-type: none"> ➤ Plumbing work e.g. repairing a leaking pipe, simple installation work such as plumbing in a new tap or replacing a washer ➤ Redecoration as appropriate ➤ Plastering work such as repairing cracked or broken plaster, making good damaged walls for example following removal of say shelving or similar fittings ➤ Fencing and boundary repairs e.g. mending broken fencing panels or stakes, repairing holes in chain link fences ➤ Glazing work, such as replacing smaller windows, re-

	<p>beading and re puttying glass panels, internal and external. NB Specialist contracts would be used for repairs to large window panes or double glazed units or windows at a high level</p> <ul style="list-style-type: none"> • Drawing up, or assisting in the drawing up of specifications for work to be undertaken by contractors • Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
PERSONNEL & PREMISES OFFICER – PRIMARY

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of personnel administrative work in a busy school environment Experience of Premises administration Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write letters and produce reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team

	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance