

Job Description

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| Job Title | Administrator (Personnel and Premises) |
| Grade | 2020 Scale 4 |
| Reports to | Headteacher |
| Liaison with | School Staff |
| Job Purpose | Manage Personnel and Premises related administration |
| Duties | <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 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 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 Administer monthly payroll Maintain manual and computerised personnel records Be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts Be responsible for all administration arising from staff absence Be responsible for recording, monitoring and claiming overtime and other subsistence claims Maintain records of supply teacher employment and arrange monthly pay claims Advise school staff on pay and other personnel related matters Advise Headteacher/Governing Body on pay and contractual matters Implement and monitor staff and other data subjects when processing data |
| Welfare | |
| Reception | |
| Clerical | |
| Finance | |
| Personnel | |
| Data Control | |

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| Administrative | <ul style="list-style-type: none"> • 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 • 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 • 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"> • Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the school • Monitoring the appropriate (define e.g. premises and 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"> • To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property • To co-ordinate the purchase, repair and maintenance of all furniture and fittings • To manage and monitor contracts, tenders and agreements for the provision of support services. • To maximise income generation and energy saving within the ethos of the school • Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors • 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 • Making arrangements and carrying out for 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 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.: • 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 |

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| | <p>shelving or similar fittings</p> <ul style="list-style-type: none"> • 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-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 |
| 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 • This post is portable across any school in the Trust. |

PERSON SPECIFICATION
PERSONNEL & PREMISES OFFICER – PRIMARY

| General heading | Detail | Examples |
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| 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 |

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| | | 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 |