

## Job Description

<b>Job Title</b>	Admin Team Leader
<b>Grade</b>	Scale 6
<b>Reports to</b>	Headteacher & School Business Manager
<b>Responsible for</b>	Willingale Road Office & Medical staff
<b>Liaison with</b>	School Staff & Parents
<b>Job Purpose</b>	To organise the day to day work of administrative staff in the main office to provide an effective and efficient service to staff, parents, visitors and telephone callers To assist the School Business Manager
<b>Duties</b>	<p><b><u>Welfare</u></b></p> <ul style="list-style-type: none"> <li>• To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary</li> <li>• To liaise with parents regarding pupils sickness/injury</li> <li>• To assist with visits from nurse, dentist etc</li> <li>• To assist with the general welfare of pupils</li> </ul> <p><b><u>Clerical</u></b></p> <ul style="list-style-type: none"> <li>• To undertake typing and word processing as required</li> <li>• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopiers and phone the appropriate company to repair photocopiers as required</li> <li>• To be responsible for sending of outgoing post, including ordering the purchase of stamps</li> <li>• To provide general clerical support as required</li> <li>• To be responsible for the preparation and maintenance daily of the computerised pupil/staff lunch records. To provide daily reports for Kitchen/Midday supervisor</li> <li>• To check and sign off the kitchen lunch figures against the sims report</li> <li>• To assist with the monitoring and maintenance of stock and order supplies as necessary, including paper and toner for all photocopiers</li> <li>• To assist with the administration of school visits in liaison with the teaching staff</li> <li>• Maintaining the pupil signing in/out register and ensure everyone entering/leaving the Willingale Office is signed in/out correctly using the inventory system</li> <li>• Daily production of attendance register for fire purposes</li> <li>• All correspondence for school performances/events, inc letters, tickets and programmes</li> <li>• Letters to estranged parents</li> <li>• To keep the school web site up to date</li> <li>• Email &amp; Text messaging parents/staff correspondence</li> <li>• Amend school sims data base student data</li> <li>• Organisation and letters for Bikeability</li> <li>• Liaise with clubs co-ordinator to organise parent correspondence, produce club registers for teachers</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with outside photo agency, co-ordinating the school photo days</li> <li>• All parent forum correspondence inc keeping member list up to date, sending letters to parents and distributing the minutes</li> <li>• Music lesson co-ordination, liaising with music teachers, pupils and parents and creating a termly timetable</li> <li>• Parents evening system- set up evenings, periodically update system with sims</li> <li>• Parentmail – set up groups ( e.g FSM ), MIS link, delete groups when appropriate</li> </ul>
<b>General</b>	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Maintain a FSM list compare to Sims &amp; registers</li> <li>• Maintain a list in sims of pupil premium children and update</li> <li>• Check new pupils for FSM eligibility</li> <li>• To be responsible for the dinner money and completion of all catering returns for school meals and ensure parent payments are made</li> <li>• To collect, record and issue receipts(where appropriate) for other monies as required, including tuck shop, charity events and photographs</li> <li>• To produce reference codes, barcodes, letters to parents, add/update products and run reports for the pay360educationpayments on line payment system</li> <li>• Provide support when required updating trip payment spreadsheet, chasing payment /permission slips, ensuring travel arrangements are up to date</li> <li>• To prepare any monies for banking where appropriate</li> <li>• Checking and signing BACS runs/signing cheques</li> <li>• To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies</li> <li>• To record staff lunches and enter payments on sims</li> </ul> <p><b><u>Reception</u></b></p> <ul style="list-style-type: none"> <li>• To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate</li> <li>• To ensure school security arrangements are always complied with, including the issue of visitor's stickers and signing of the visitor's book/inventory system</li> <li>• To accept and sign for deliveries as appropriate</li> <li>• Keep the Willingale Office and Reception area tidy at all times</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Business manager</li> <li>• Line manage the Willingale road office staff, conduct annual performance management reviews.</li> </ul>

	<ul style="list-style-type: none"> <li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• 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.</li> <li>• 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</li> </ul>
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## PERSON SPECIFICATION – Admin Team Leader

General Heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & Experience	Experience in a senior administrative role in a busy office environment Educated to NVQ Level 3 or equivalent Qualification or experience in financial management
	Knowledge of relevant policies & procedures	Detailed knowledge of school policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent
	Technology	Ability to use word processor and wide range of financial & administration IT packages. Experience with SIMS, Pay360, Call Parent and Parent mail.
<b>Communication</b>	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange complex verbal information clearly & sensitively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with Children</b>	Behaviour Management	Understand and implement the schools' 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
<b>Working with Others</b>	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers & other adults
	Team Work	Ability to make a distinctive contribution to the work of a team
<b>Responsibilities</b>	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

<b>General</b>	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 confidential
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance