

Dean Field Primary School
Cousin Lane, Ovenden, Halifax, HX2 8DQ
Tel: 01422 258258



May 2020

Dear Applicant,

School Administrator

Hours: Full time, 37 hours per week, term time only plus 5 additional days to be worked during school closure periods.

Term: Permanent

Scale: 5 point 12-17 actual salary £18,848 - £20,810 per annum dependent on experience

To start as soon as possible

Thank you for expressing an interest in the above position of employment at Dean Field School. Please find enclosed the following to assist you with your application:

- Job Description
- Person Specification

When completing the application form you need to ensure your personal statement addresses the requirements of the person specification. **Please note we do not accept CV's the enclosed application form must be completed in full.**

You may wish to view information about the school which is available via our website.

Please return your application to the school via email to dedwards@deanfieldschool.co.uk by noon on **Monday 1st June 2020**.

Applicants who have been shortlisted for interview will be contacted by email, therefore it is important that you check your emails.

We will not contact unsuccessful applicants. If you have not been called for an interview by Friday 5th June 2020 please assume your application has been unsuccessful on this occasion.

We look forward to hearing from you.

Yours faithfully

Dawn Edwards

Dawn Edwards
School Business Manager

Safer Recruitment at Dean Field School

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

Dean Field School is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references (**one of which must be from most recent employer**) will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) **and** satisfactory verification of all checks as above.



Job Description

Post Title: School Administrator

Grade: Scale 5 points 12-17

Hours: 37 Hours per week, Monday to Friday during term time only plus 5 additional days to be worked as directed by your line manager.

Prime Objectives of the Post

The School Administrator will provide administrative support to the school, working flexibly to meet the busy demands of the school reception area and administration functions. The post holder will be the initial point of contact for incoming phone calls, visitors, pupils, staff, and enquiries. Therefore the post holder must be well-presented with a professional, friendly approach. As an essential member of the Administrative Team the post holder will contribute towards the smooth running of the school.

Responsible to: School Business Manager

Responsible for: none

Decision making: To establish the priority of tasks within the management of the school office, administration and communication of the whole school.

Responsibility for assets: Access to confidential files for pupils and staff, finance including the administration of dinner money, etc. Responsibility for all items of equipment and resources within the school office.

Main Duties and Responsibilities:

1. Day to day management of workload to support administrative duties within the school and reception area
2. Day to day management of the school office area and communications for the whole school
3. Reception duties
4. Confidential PA to Leadership Team as required
5. Be a formal point of contact for Governors, parents and other external agencies
6. Manage confidential communications
7. Preparation of school brochures, leaflets and newsletters
8. Production of policies and schemes of work where required
9. Compose own correspondence as necessary, e.g. letters to parents
10. Photocopying/Filing
11. Incoming and outgoing post
12. Deal with school email/texting service
13. Maintain attendance procedures, including,
 - Working with HSLO regarding pupil absences, contact parents
 - Recording pupil lateness

14. To monitor and maintain medical records for children taking medicine/inhalers and administer medicine/inhalers when required
15. Manage parent consultation online booking system
16. Manage admissions for Nursery pupils
17. Be a formal point of contact for companies and external agencies
18. Assist with the organising of school events e.g. Christmas Fayre.

Systems Management

1. Manage and maintain SIMS Pupil/Personnel/Attendance database
2. Preparation and complete Census return
3. Update and extract information to produce reports
4. Update daily attendance and dinner registers
5. Send CTF school transfer forms and pupil records
6. Manage pupil transition into/out of school
7. Keep accurate records of free school meal eligibility
8. Keep accurate records of EEF contracts, EYPP and 30 hour eligibility on the Portal
9. Training of staff as required on various SIMS functions e.g class attendance registers, dinners and SEND
10. Organise termly clubs using the online booking system.

Financial

1. Keep accurate manual records of petty cash allocated and obtain receipts and signatures
2. Source school resources for stationery and reprographics
3. Update the school's cashless payment system with daily dinner registers and other fees where applicable.
4. Assist parents using the cashless payment system
5. Using the school's cashless payment system monitor and manage the collection of debts from school dinner money, out of school club and breakfast club fees.
6. Assisting teachers with the administration of school trips, e.g. making bookings and reconciling income for additional activities.

General

1. To show a strong commitment to furthering equalities.
2. Attend meetings as required by your line manager and senior management.
3. To work within the team and share good practice.
4. To take part in any CPD activities appropriate to the role.
5. Support the development and implementation of initiatives and policies e.g. data protection, child protection, health and safety.
6. The post holder will be required to undertake any other professional duties as required by their line manager/Headteacher.

KNOWLEDGE

- Knowledge and experience of administrative work.
- Ability to use standard office software (eg Microsoft word, excel, publisher etc.)
- Understanding of the needs of children.
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.
- Detailed knowledge of Safeguarding procedures to ensure all visitors to site follow procedures in place.
- Good knowledge and understanding of the school policies and procedures that may impact on the day to day running of the school. This will include knowledge of School Policies affecting pupils and staff.
- Thorough knowledge of the school's software systems, understanding the purpose for each system and how to input, manipulate and retrieve data.
- Understanding of the school's requirements and how these can be met with regard to administrative systems and procedures for example knowing Teachers and Teaching Assistant requirements in the classroom, Catering Staff in the kitchen, Midday Supervisors at lunchtime and site management staff.
- Thorough knowledge of the procedures and systems used in the school, gained through experience.
- Comprehensive knowledge of all the staff within the school. Ability to use knowledge effectively to ensure the smooth running of the school, using good communication and administrative skills.

SKILLS

- Good numeracy and literacy skills.
- Ability to work in a team as well as using own initiative.
- Use tact and diplomacy to manage staff demands on the administration/office team and deal with issues.
- Highly proficient skills in the following areas: -
 - Communication, both verbal and written.
 - Use of IT including Excel, Word, Publisher
- To exercises discretion in filtering letters and phone calls for the Senior Leadership Team whilst ensuring that all enquiries are dealt with promptly.
- To be responsible with the designing, implementing and maintaining a number of administrative and basic financial systems and procedures, such as a system for recording and monitoring collection of monies paid by parents (dinner money, trip money etc.).

INITIATIVE

- The post holder is expected to work autonomously and will need to interpret policies and procedures and decide upon any action to be taken.

- The post holder has a moderate degree of independence and is responsible for taking decisions in situations where school policies and statutory regulations provide only a general guideline. However important decisions that will have a major effect on pupils, parents or staff need to be referred to the Senior Leadership team.
- Able to make decisions on the correct application of internal policies, procedures, guidance and best practice for day to day running of the school.
- The post holder assists with the design, implementation and review of effective and efficient administrative systems and procedures.
- Decisions taken by the post holder have a material effect on the operation of the school, staff, pupils and parents. Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.
- The post holder is responsible for contacting external providers regarding procurement and selection of resources and services where the budget implication is minimal.

DEMANDS

- The post is based in an extremely busy front line office that is subject to constant interruption. It is critical that the post holder can prioritise their work effectively and there will be a need to schedule the more complex tasks during the quieter periods.
- In addition to the constant interruptions during school time, there is also a need to recognise and adhere to numerous and significant deadlines.
- Mainly office based, open door policy operated. First port of call for many parents with an array of needs.
- Frequently meet with prospective parents regarding admission to the school.
- Frequently address contentious issues with parents with specific needs, (procedures are laid down to deal with aggression from a member of the public).
- A requirement to manage several ongoing tasks at the same time, whilst dealing with interruptions caused by queries and last minute issues for changing events and circumstances. Requires a flexible approach in order to maintain administration and reception needs.
- Planning of own workload and tasks in response to changes, both short and long term.
- Daily programme is frequently subject to change, due to unscheduled and unforeseen event. The work programmes is subject to constant change, and this is an ongoing feature of the work with often considerable upheaval on work patterns, at least on a daily basis.
- Deadlines are often imposed by a particular set of data/information required for official purposes e.g. provide school meals, payment deadlines and processing payroll forms.
- Accountable for time management of own workload to meet deadlines.

PEOPLE RESPONSIBILITIES

- The post holder will be expected to have daily contact with a wide range of mixed groups of stakeholders at all levels, both within and outside the school.
- Regular contact is made with the Headteacher and senior teaching staff over a number of issues concerning operational matters within the school. This is primarily around the supply

or gathering of information and can include providing recommendations or support on issues concerning policy, procedure, allocation of resources and staffing issues.

- Frequent contact with staff across a variety of contacts at the LEA. All contact is imperative in securing an effective, safe and productive learning environment within the school.
- Regular and daily contact with Parents regarding their children over straightforward issues such as arranging appointments with teaching staff, or payment of school trip and lunch money, leading onto possibly dealing with unauthorised absence or the administration of medication.
- The post holder may have to get guidance on sourcing support available for pupils facing personal difficulties with child protection issues.
- Daily contact with pupils over payment of fees, arranging for unwell children to be returned home and their collection by a parent are all regular occurrences throughout the school week.

RESOURCES

- Maintain and ensure the security of various school databases regarding the records of staff and pupils.
- Accountable for the accurate handling/security of cash and cheques.
- Accountable for the handling of the petty cash account of £200.

CONDITIONS

- Mainly indoors (95%).
- Outdoors for Assisting with teacher or pupils needs (5%).

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....

Dean Field School
School Administrator – Scale 5, points 12 to 17
Person Specification

| | <u>Essential</u> | Desirable | How identified |
|--|--|---|---|
| 1. Knowledge and skills (including any relevant or required qualifications) | <p>Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths.</p> <p>Good oral and written communication and organisational skills.</p> <p>A good knowledge of SIMS.</p> <p>High competency in using Microsoft Office applications including Excel and Powerpoint (evidence of training in these).</p> <p>Able to work constructively, and as part of a team.</p> <p>Knowledge of office processes and procedures in a school organisation.</p> <p>Able to adhere to the schools' policies and procedures with particular reference to Child Protection, Safeguarding, Equal Opportunities, Health and Safety and support the ethos of the school.</p> | <p>ICT qualification</p> <p>Shorthand qualification or ability to accurately transcribe spoken word.</p> <p>First Aid qualification</p> | <p>Application Form</p> <p>Selection Process</p> <p>Interview</p> |
| 2. Personal Development and Additional Learning | <p>Shows commitment to own self development.</p> <p>Willing to participate in further training and development activities.</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |

| | <u>Essential</u> | Desirable | How identified |
|-------------------------|--|--|--|
| 3. Experience | <p>Experience of using SIMS and producing the pupil census.</p> <p>Experience of working in a school environment.</p> <p>Experience of working in a busy office covering a range of administrative duties.</p> | <p>Experience of working in a finance environment, preparing invoices etc.</p> <p>Experience of line management.</p> | <p>Application Form</p> <p>Selection Process</p> |
| 4. Initiative | <p>Ability to prioritise workloads</p> <p>Ability to smoothly handle multiple demands, shifting priorities and change.</p> <p>Able to work on own initiative.</p> <p>Open-minded and flexible.</p> <p>Ability to work under pressure and meet deadlines.</p> | | <p>Application Form</p> <p>Selection Process</p> <p>References</p> |
| 5. Circumstances | <p>Understands the importance of confidentiality and work in a discreet manner where appropriate.</p> <p>Positive attitude to working with children and adults (eg parents, carers).</p> <p>Have a commitment to equal opportunities and fairness.</p> | <p>Hold a current full driving licence and be able to drive the school mini-buses.</p> | <p>Application form</p> <p>Interview</p> |