

**Northwood Primary School  
Pendleton Road South  
Darlington  
DL1 2HF  
Tel: 01325 267222**

Email: [cnelson@northwoodprimary.org.uk](mailto:cnelson@northwoodprimary.org.uk)  
Website: <https://www.northwoodprimary.org.uk/>

## **SCHOOL ADMINISTRATOR (TO COVER MATERNITY LEAVE)**

**Annual Salary: (£17,604)  
Band 4 - SCP 6  
Fixed Term Contract until April 2023 – Term time only  
37 hours per week – Monday-Thursday 8am - 4.15pm  
Friday 8am – 3.45pm**

**Required from 1<sup>st</sup> September 2022**

We are looking to appoint a school administrator to work as part of a team in our school office. Excellent interpersonal skills are essential along with a flexible approach to work. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the wellbeing of children we would like to hear from you.

A critical aspect of your role will be managing the school's front reception desk and dealing with parents queries, greeting visitors, completing DBS administration, managing visitor logs and security badges in line with safeguarding regulations

The successful candidate must also be pleasant, helpful, conscientious, committed, enthusiastic and trustworthy who also takes pride in their work.

We are looking to appoint this special person to join our happy, friendly and caring school, where we pride ourselves on our high standards.

The post will be based in Northwood Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

**Northwood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.**

**Please returned completed applications directly to the school at the above address, marked for the attention of Miss Charlotte Nelson or via email to: [cnelson@northwoodprimary.org.uk](mailto:cnelson@northwoodprimary.org.uk)**

**Closing date: Friday 1<sup>st</sup> July 2022  
Interview date: Thursday 7<sup>th</sup> July 2022**

## JOB DESCRIPTION

<b><u>POST TITLE:</u></b>	<b>SCHOOL ADMINISTRATOR (TO COVER MATERNITY LEAVE)</b>
<b><u>GRADE:</u></b>	<b>BAND 4 SCP 6</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>To the School Business Manager/ Head of School</b>
<b><u>JOB PURPOSE:</u></b>	<b>Under the direction/instruction of senior staff: provide clerical, administrative and financial support to the school.</b>
<b><u>RESPONSIBLE FOR</u></b>	<b>Administrative and receptionist duties – promoting a welcoming environment; promoting and supporting effective communication with school and parents, promoting and supporting effective day-to-day organisation within school</b>

### MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. To undertake word-processing tasks in an accurate, quick and efficient manner.
2. Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
3. To undertake routine financial administration e.g. collecting and recording dinner money, school trips, afterschool clubs etc. in preparation for banking.
4. To maintain and update pupil data information in SIMS, as and when required, including producing reports e.g. parental consent.
5. To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, Sims pay, SIMS, Agresso and Teachers 2 Parents and use the internet as appropriate.
6. To input and manage the SIMS attendance data on a daily basis, which includes first day call back, weekly attendance record keeping and reporting. Holiday absence monitoring and recording.
7. Ensure that electronic and paper based pupil records are kept updated.
8. To ensure that visitors to the school are received courteously and punctually.
9. Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a courteous, professional, calm and friendly manner.

10. To ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
11. Provide administrative support duties including, photocopying, filing, laminating, completion of forms, registers, school meals and educational visits.
12. To assist in the organisation, communication and bookings relating to educational visits.
13. To maintain the school diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner.
14. To sort incoming and outgoing mail and distribute across the school as appropriate.
15. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
16. To provide cover/assistance to other members of staff as required.
17. To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.
18. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
19. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.
20. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
21. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

**Northwood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**GENERIC PERSON SPECIFICATION – SCHOOL ADMINISTRATOR LEVEL 2 – (TO COVER MATERNITY LEAVE)**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ level 2 in Administration, Business Studies or equivalent	AF,C			
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF,C			
<b>Experience &amp; Knowledge</b>	E3	IT Literate, capable of using Microsoft Word for typing to produce accurate letters, forms and tables to deadlines and using Excel to create spreadsheets	AF,R,I	D1	Experience of working within a school office environment	AF,R,I
				D2	Awareness of child protection issues	AF, I
				D3	Knowledge and / or experience of looking after unwell pupils and liaising with parents/staff.	AF
	E4	Experience in maintaining and updating manual and computerised records	AF,R,I	D4	Experience of using Agresso for creating purchase orders and processing invoices.	AF, I
				D5	Experience of using school packages such as Sims Pay, SIMS and produce varied reports	AF, I
				D6	At least 1 year's previous Administrative experience which includes undertaking financial administration procedures.	AF, I

	E5	Experience of face to face and telephone reception duties	AF,R,I			
	E6	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
<b>Skills</b>	E7	Ability to relate well to children and adults	AF,R,I			
	E8	Ability to work successfully as part of a team	AF,R,I			
	E9	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I			
<b>Personal Attributes</b>	E10	Willingness to participate in training opportunities	AF,R,I			
	E11	Ability to abide by School policies and procedures	AF,R,I			
	E12	Warm and friendly personality	AF,R,I			
<b>Special Requirements</b>	E13	Must be able to use own initiative and manage role with minimal supervision	AF,R,I			

	E14	Ability to form and maintain appropriate relationships and personal boundaries with children and families	AF,R,I		
	E15	Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline	AF,R,I		
	E16	Suitability to work with children	D		

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.