

Hurworth Primary School  
Westfield Drive  
Hurworth DL2 2ET  
Tel: 01325 720028  
Head Teacher: Mrs Alison Maddison

**SCHOOL ADMINISTRATOR – LEVEL 2**

**Annual Salary: (£17,319)**  
**Band 4 - SCP 6**  
**Term time plus 5 PD days**  
**32.5 hours per week (6.5 hours per day - 8.30am to 3.30pm)**  
**Required from 4<sup>th</sup> January 2023**

We are looking to appoint a school administrator to work as part of a team in our busy 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 finance based and you will be expected to manage and organize the collection, recording and banking of school monies in accordance with the school's policies and procedures and therefore the ideal candidate would be someone who has worked within a finance role before. Another key aspect of your role will be managing the school's front reception desk and dealing with parent's 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.

The role is varied and the successful candidate must have previous administration experience, including creating orders, paying invoices, establishing and maintaining a range of management information systems, including spreadsheets.

We are looking for someone with:

- Administration experience, preferably within the education sector.
- The ability to multi-task and be flexible in order to assist and support the School Team on a wide range of administration tasks.

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 Hurworth 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.

The 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). Pre-employment checks including an online and social media search (KCSIE 2022) will be undertaken before an appointment is confirmed.

**Please return completed applications directly to the school at the above address, marked for the attention of Mrs Rebecca Kukielka or via email to: [rkukielka@hurworthprimary.com](mailto:rkukielka@hurworthprimary.com)**

**Closing date: Monday 5th December 2022 (Noon)**

**Interview date: Friday 9<sup>th</sup> December 2022**

## **JOB DESCRIPTION**

<b><u>POST TITLE:</u></b>	<b>ADMINISTRATION ASSISTANT LEVEL 2</b>
<b><u>GRADE:</u></b>	<b>BAND 4 SCP 6</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>To the Office Manager/Head Teacher</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 manage, collate and upload the school's bank and credit card reconciliation on a weekly basis ready for month end and submit to the Trust.
2. Creating orders and processing invoices through the school's Agresso system, alongside checking and printing weekly payment reports.
3. Processing mileage claims through the school's Agresso system.
4. To undertake routine financial administration e.g. collecting and recording dinner money, school trips, afterschool clubs etc. in preparation for banking.
5. To maintain and update pupil data information in SIMS, as and when required, including producing reports e.g. parental consent.
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. To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, Parentpay, SIMS, Agresso and Teachers 2 Parents and use the internet as appropriate.

8. In liaison with the school catering manager, the school administrator will collate, co-ordinate, update and manage the pupil's lunch pre-orders on a termly basis and transfer to the school's Parent Pay system.
9. 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, recording and completing attendance referral forms for issuing of fines.
10. To update and manage the SIMS administration network - working with the school's network service contractor - including inputting electronic attendance data, preparing and submitting returns such as the annual census
11. To undertake word-processing tasks in an accurate, quick and efficient manner and contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
12. To monitor, record and submit HR matters to the correct department as and when required.
13. Ensure that electronic and paper based pupil records are kept updated.
14. To ensure that visitors to the school are received courteously and punctually acting as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a professional, calm and friendly manner.
15. To maintain the school diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner
16. To ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
17. Provide administrative support duties including, photocopying, filing, laminating, completion of forms, registers, school meals and educational visits.
18. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc. This includes collating and monitoring pupil care plans, medical forms and medication within school and liaising with parents, checking medical stock levels and ordering when required.
19. Accident reporting on a monthly basis to the Trust.
20. To manage the administration of lettings and liaise with the caretaker.
21. To minute and take notes of weekly staff meetings as required by Senior staff.
22. To assist in the organisation, communication and bookings relating to educational visits.
23. Dealing with orders and distribution of school uniform.
24. To sort incoming and outgoing mail and distribute across the school as appropriate.

25. To provide cover/assistance to other members of staff as required.
26. To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.
27. 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.
28. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.
29. 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.
30. 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.*

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

**PERSON SPECIFICATION – SCHOOL ADMINISTRATOR LEVEL 2**

<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			
	E3	Word Processing / Typing Qualification (i.e. RSA)	AF,C			
<b>Experience &amp; Knowledge</b>	E4	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
	E5	Experience of collecting, counting and recording money.	AF, R, I	D3	Knowledge and / or experience of looking after unwell pupils and liaising with parents/staff.	AF
	E6	At least 1 year's previous Administrative experience which includes undertaking financial administration procedures.	AF,R,I	D4	Experience of using Agresso for creating purchase orders and processing invoices.	AF, I

	E7	Experience in maintaining and updating manual and computerized records in the school's SIMS database.	AF, R, I	D5	Experience of using school packages such as Parent Pay and Teachers 2 Parents	AF, I
	E8	Experience of face to face and telephone reception duties	AF,R,I	D6	Previous experience working with SIMS and produce varied reports	AF, I
	E9	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
<b>Skills</b>	E10	Ability to relate well to children and adults.	AF,R,I			
	E11	Ability to work successfully as part of a team.	AF,R,I			
	E12	Ability to communicate both orally and in writing to a wide range of audiences.	AF,R,I			
	E13	Ability to maintain accurate records.	AF,R,I			
	E14	Capable of confidently using Agresso to process invoices and purchase orders.	AF,R,I			

<b>Personal Attributes</b>	E15	Participate in development and training opportunities	AF,R,I			
	E16	Ability to abide by School policies and procedures.	AF,R,I			
<b>Special Requirements</b>	E17	Must be able to use own initiative and manage role with minimal supervision	AF,R,I			
	E18	Motivation to work with children				
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I			
	E20	Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline	AF,R,I			
	E21	Suitability to work with children	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
I	Interview
R	References
	Disclosure and Barring Check

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