

MONMOUTHSHIRE COUNTY COUNCIL

ADVERTISEMENT

POST: School Administrator

POST ID: L30041017

SCHOOL: Llantilio Pertholey Primary School, Hillgrove Avenue, Mardy, Abergavenny NP7 6LZ Tel: 01873 853746

GRADE: Band C SCP 13-17

SALARY: £7,050.30 - £7,683.10 per annum, salary already pro-rat'd

HOURS: To work 19.5 hours per week (9.00 am – 3.30pm Tuesday and Thursday plus Monday and Friday mornings); term time only

To start as soon as possible.

DESCRIPTION OF POST: Governors wish to appoint a committed first class practitioner to work in this happy and successful school. Applicants are most welcome to visit the school. Please telephone:- 01873 853746

The successful candidate will be the first point of call for parents, visitors and pupils and will assume responsibility for dealing with general school administration.

For an application form and further details please contact:

Application forms can be completed online or down loaded via:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:- Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

CLOSING DATE: Friday 28th November 2014.
INTERVIEW DATE: Wednesday 3rd December 2014

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an enhanced CRB check.

COMMITTED TO EQUALITY IN EMPLOYMENT AND SERVICE DELIVERY

MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

POST: School Administrator - Level 2

SALARY RANGE: Band C - SCP 13 - 17

POSTHOLDER:

REPORTING TO:

JOB PURPOSE

- Under the instruction/guidance of senior staff, provide general administrative/ financial support to the school.

MAIN DUTIES

Organisation

- Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, etc..
- Assist in arrangements for school trips, events, etc..

Administration

- Provide general clerical/administrative support, e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems, e.g. SIMS.
- Produce lists/information/data as required, e.g. pupil data (STAR).
- Undertake typing and word processing and other IT-based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administration procedures.
- Maintain and collate pupil records.
- Undertake routine administration of school lettings and other uses of school premises.

Resources

- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform and other sales within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration, e.g. processing orders of supplies, compile and maintain school inventory.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the headteacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Date Agreed by Postholder:

Signature of Postholder:

MONMOUTHSHIRE COUNTY COUNCIL

PERSON SPECIFICATION

POST: School Administrator - Level 2

SALARY RANGE: Band C SCP 13 - 17

POSTHOLDER:

REPORTING TO:

Experience

- General clerical/administrative/financial work.

Qualifications

- NVQ2 or equivalent qualification or experience in relevant discipline.
- Good numeracy/literacy skills.

Knowledge/Skills

- Appropriate knowledge of first aid.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and co-operate with means to address these.