

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

JOB DETAILS

Job title: Administrative Coordinator

Directorate: The Garden School

Reporting to: School Operations Manager

Grade: Scale 4 - Scale 5

Working year and hours: 36 hours per week, term time only (39 weeks) plus 5 days (08:00-16:15)

Job Description

Job purpose

- To provide administrative support to the HR and the Finance functions in the school enabling data and transactions processing.
- To provide general administrative support to the senior leadership team as an entity to facilitate its functions in meetings and business flow
- To provide PA support to the Executive Headteacher.

Main duties and responsibilities:

1. Human Resources

To support HR functionality by

- Management of staff cover/training book.
- Maintenance and filing of staff HR and CPD files.
- Admin support for recruitment and related HR transactional tasks.
- To support annual data collections for staff data and ensure all information is current and accurately recorded.
- To assist with the staff workforce census.
- To input and manage staff training data and evaluate feedback forms.
- Collect and analyse information to produce statistical data relative to staff absences and punctuality.
- Collect and analyse information to produce statistical data relative to H&S, First Aid and Accident reporting.
- To update staff first aider/ fire warden records and publicise around school.
- Support with recording and management of information and data relative to above activities in electronic and paper files.
- Processing of payroll changes as required
- Supporting HR compliance in relation to 100% DBS maintenance and SCR update



2. Finance and resources support

- Receive and process orders for purchase of school resources identifying best suppliers and ensuring timely purchase and delivery
- Process deliveries to the school i.e. signing for, checking, ensuring all paperwork is completed and arranging distribution as appropriate
- Provide support to the Finance Officer in the processing of financial transactions and recording on the accounting system (orders, invoices, payroll entries, petty cash, bank transactions, budget reports as required).
- Provide cover for short term Finance Officer absence in respect of basic transaction processing

3. Admin Support to SLT:

- Organise and attend SLT and Multi Agency meetings to take accurate minutes.
- Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales and minutes are sent in a timely manner.
- Provide support for Governors meetings by liaising with the clerk, ensuring paperwork is prepared and room is set up.
- Maintaining the meetings diary for SLT, arranging appointments and meetings as appropriate, and ensure that they are adequately briefed on matters to be discussed.
- Making travel and catering arrangements for SLT.
- Assembling and preparing papers required by SLT to attend meetings, preparing reports and responding to requests for information.
- Supporting senior managers in the organisation, detailed planning and advertising of events, such as school prom, parents evening, annual school photographs, fundraising events, training workshops.

4. PA to Executive Headteacher

- Maintaining diary, arranging appointments and meetings as appropriate.
- Making travel and related arrangements.
- Assembling and preparing papers required for meetings
- Attending meeting to take notes as needed
- Maintaining files and data records

Other Responsibilities:

- To undertake additional or other duties as directed and deemed appropriate by the line manager
- Provide support for reception covering as and when required including providing break/lunch cover.
- Provide support for absent colleagues in the admin team as necessary.
- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
1. Minimum National level 2 or equivalent qualification in related area or equivalent experience.	✓	
2. Minimum National level 2 in Literacy and Numeracy (GCSE A –C or 9- 6)	✓	
Knowledge & Experience		
3. Experience of providing support in a busy, fast paced environment.	✓	
4. Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment.	✓	
5. Experience of producing written documents and meeting minutes of a high quality.	✓	
6. Experience of maintaining detailed databases accurately	✓	
7. Experience of scheduling meetings		✓
8. Co-ordinating and communicating with range of people	✓	
9. Experience of school finance		✓
Skills		
8. Self-starter, work on own initiative, strong organisational skills. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
9. Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
10. Ability to build effective working relationships with a wide variety of individuals.	✓	
11. High level communication skills, oral and written	✓	
12. High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.	✓	
13. Embraces responsibility for identifying sound and effective solutions to a variety of different problems.	✓	
14. Ability to act as minute taker as directed by senior managers.	✓	
15. Demonstrates an attention to detail and an ability to stick at routine tasks.	✓	
16. The ability to set up and develop administrative systems, for checking, monitoring data		✓