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**Moss Hall Schools Federation**

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|  | **Location:** | **Various – Community Schools within London Borough of Barnet** |
|  | **Job Title:** | **School Administration – Level Two** |
|  | **Grade:** | **C** |
|  | **Reports to:** | **Executive Head/ Federation Business Manager/Head of School** |

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| **1. Purpose of Job:** Provide a range of administrative and organisational support services for the schoolThis may include reception support to the school and visitors and/or the provision of secretarial support, administrative or financial duties. |

**2. Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

* Provide administrative and organisational services and/or finance services to the school and contribute to the planning and development of procedures and systems
* Deal with face-to-face enquiries and answer routine telephone calls and/or acting as receptionist in a larger school, greeting, registering and assisting visitors and guests
* Analyse and evaluate data and information and run reports
* Process forms, internal returns, including those to outside agencies
* Monitor and may order a limited range of stock (general consumables) within an agreed budget
* Operate relevant office equipment and ICT packages, such as student databases, staff databases, data inputting, word processing, photocopying, updating websites
* Collect and bank as required dinner and other monies (school trips, school photographs, book bag sales, school shop )
* Organise arrangements for visits to the school and school events
* Assist with updating and maintaining administration inventories, such as inventory of school assets, inventory of curriculum resources
* Assist with the administration of facilities including use of school premises and collection and banking of lettings income
* May undertake administration of DBS checks
* May undertake monitoring of pupil attendance and run reports
* May organise meetings and take notes/minutes, such as teachers’ meetings, teaching assistant meetings
* May assist with marketing and promotion of the school, such as open days and evening

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

Moss Hall Schools Federation

**PERSON SPECIFICATION**

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| **Knowledge, training and experience** |
| * Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience
* Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 2 or equivalent knowledge and experience
* Relevant office experience
* Knowledge of Data Protection, Safeguarding and confidentiality issues
* Knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems
* Thorough understanding of appropriate specialised systems and administrative and/or financial procedures used by school
* Able to use office equipment, such as photocopiers, printers, fax, laminators
* Proficient user of MS Office software and/or in-house software
* May undertake training as required, such as first aid training
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| **Skills** |
| **Planning, organising and controlling skills** * Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term
* Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with pupils, parents/carers, undertaking word processing and data inputting tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases
* Use of analytical skills for monitoring and analysis of information and data
* Plan for and organise the administration of school trips/visits and events
* Undertake stock checks and ordering of supplies and materials as appropriate
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| **Communication and influencing skills*** Provide a range of information, advice and guidance to colleagues and service users within defined guidelines
* Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided
* Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications
* May undertake reception duties including dealing with visitors as required using courtesy, tact and diplomacy
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| **Initiative and Innovation skills*** Work within school policies and procedures using initiative to prioritise tasks and organise own workload
* Creative skills for developing administrative procedures and contributing to the planning of systems and processes
* Use judgemental skills to identify and resolve problems, such as visitor/reception enquires, invoice discrepancies, dinner money queries
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