

Role Title				
Administration 4				
Purpose of the role (job statement)				
To manage the administrative and/or finance function within a school.				
Responsibilities				
Key duties:				
<ul style="list-style-type: none"> ✓ 1. Plan, develop, organise and monitor support systems, and procedures ✓ 2. Contribute to the development of administration policies ✓ 3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others ✓ 4. Liaise with other staff, pupils, parents/carers and external agencies 5. Develop and maintain recording and information systems, including personnel staff. ✓ 6. Undertake analysis and interpretation of data, and produce detailed reports and complex information 7. Operates bespoke school information management systems 8. Responsible for completion and submission of forms, returns etc., including those to outside agencies 9. Produce, and respond to, correspondence 10. Monitor school budgets 				
Individuals in this role may also undertake some or all of the following:				
<ul style="list-style-type: none"> 1. Manage the school's financial processes and budgets 2. Allocate work to administration staff 3. Manage / supervise administrative staff 4. Monitor service contracts, school licences and insurance 5. Contribute to marketing and promotion of the school 6. Manage lettings and the use of premises for the use of outside organisations and local community. 7. Coordinate, purchase, repair and maintenance of furniture and fittings. 8. Responsible for effective operation of payroll system 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge and experience of relevant administrative systems and specialist ICT packages. Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications Level 4. 				
NJC Job Evaluation Assessment				
Factor	Relevant Job Information	JE Level	Score	
1	Knowledge	Knowledge for developing and management of relevant administrative/financial procedures, including use of relevant ICT packages and systems, and knowledge of administration policies and procedures, acquired through experience over a period of time and across a range of activities equivalent to national qualifications level 4.	4	80
2	Mental Skills	Carries out a variety of tasks within set frameworks; requires creative skills for e.g. developing administrative procedures. Analytical skills for interpreting data and complex information	3	39

3	Interpersonal and Communication Skills	Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.	3	39 /52
		Communicates with staff, pupils, parents/carers, governors, suppliers and a range of other external contacts: responds to a range of difficult issues. Skills for contract negotiation, managements and motivation of other administrative staff.	4 (b) and (c)	
4	Physical Skills	Most tasks require keyboard skills used with precision and speed	3	39
5	Initiative & Independence	Makes decisions on issues where there is no clear process and job holder responds independently. Manages administrative support services.	4	52
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for complex administrative and financial tasks. Has work related pressures through deadlines and interruptions	3	30
8	Emotional Demands	. Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.	2	26
10	Responsibility for Supervision	May demonstrate administrative duties to new or less experienced staff.	1	13/39
		Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility	2	
		Line management responsibility for administrative staff	3	
11	Responsibility for Financial Resources	Regular cash handling accountable for small expenditures	2(a) 1	13 26/39
		Manages and monitors school financial processes and budgets	3(a)	
12	Responsibility for Physical, and Information Resources	Advisory responsibilities in relations to administrative services including planning, developing and mentoring the support systems and procedures. Develops and maintains recording and information systems.	3 2	39 26
13	Working Conditions	Work is normally carried out in an office environment.	1	10
Total				426-478

413