

VILLA REAL SCHOOL

POST: Administrative 3 Grade 5

QUALIFICATIONS:

- 4 GCSEs (A-C) including English and Maths or equivalent
- Working at or towards national occupational standards (NOS) in business and administration and knowledge/ skills equivalent to current national qualifications Level 4

HOURS: Temporary (in the first instance) Full Time Term Time Plus 5 days

Main Purpose

In consultation with the Headteacher, to offer an effective administrative service to the staff, pupils/students and Governors of Villa Real School.

The key duties of the post are set out below:

- Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Provide assistance with arrangements for staff appointments
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain record and information systems – SIMS
- Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
- Responsible for completion and submission of forms, returns etc., including those to outside agencies.
- Responsible for the administration and recording of EHCP
- Responsible for the administration side of all risk assessment reviews
- Day to day administration of the following systems Oracle, Parentpay, Schoolcomms

- Supporting the School Business Manager with general financial duties
- Liaising with the ICT Manager on the following areas – Website, parent letters and school events
- Produce, and respond to, correspondence
- General administration duties – school documents and reports, Excel, CPOMS
- Contribute to marketing and promotion of the school
- Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction