St Cyprian's Primary Academy

Administration & Organisation Level 2

Role Profile and Person Specification

November 2007 **(updated August 2020)**

ST CYPRIAN'S PRIMARY ACADEMY

Job Description

Job Title:	**Administration & Organisation Level 2**
School /Academy:	**St Cyprian's Primary Academy**
Grade Range:	**Grade 3 - Scp 5 - 7**
Hours per week:	**35**
Work Pattern:	**<Term Time Only>**
Location:	**St Cyprian's Primary Academy**
Reports to:	**Business Manager**

Role Purpose and Role Dimensions:

Under the direction/instruction of senior staff: provide routine general administrative/financial support to the school.

Commitment to Diversity:

As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

Key Internal Contacts:

-
-
-
-
-

Financial Dimensions:

Key Areas for Decision Making:

-
-
-
-
-

Other Considerations:

Key Accountabilities and Result Areas:	Key Elements:
Organisation	**This will involve:** ▪ Undertake reception duties, answering routine 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. ▪ Assisting with arrangements for schools trips, events etc.
Administration	**This will involve:** ▪ Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence. ▪ Maintain manual and computerised records/management information systems. ▪ Produce lists/information/data as required e.g. pupils' data. ▪ Undertake typing and word-processing and other IT based tasks. ▪ Take notes at meetings. ▪ Sort and distribute mail. ▪ Undertake administrative procedures. ▪ Maintain and collate pupil reports. ▪ Undertake routine administration of school lettings and other uses of school premises.
Resources	**This will involve:** ▪ Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet). ▪ Maintain stock and supplies, cataloguing and distributing as required. ▪ Operate uniform/snack/other 'shops' within the school. ▪ Provide general advice and guidance to staff, pupils and others. ▪ Undertake general financial administration e.g. processing orders.
Responsibilities	**This will involve:** ▪ 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 an appropriate person. ▪ 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.
Green Statement	**This will involve:** Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Key Accountabilities and Result Areas:	Key Elements:
Data Protection	**This will involve:** ▪ Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. ▪ Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. ▪ Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
Confidentiality	**This will involve:** ▪ Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities and Diversity	The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams
Safeguarding	**This will involve:** • Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people. • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
Customer Care	**This will involve:** ▪ Ability to demonstrate a commitment to the School/Academy's Customer Care Policy.
Health and Safety	Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Key Accountabilities and Result Areas:	Key Elements:
To contribute as an effective and collaborative member of the School Team	**This will involve:** ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School/Academy ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions

Person Specification

Job Title:	**Administration & Organisation Level 2**
Essential knowledge:	▪ NVQ 2 or equivalent qualification or experience in relevant discipline. ▪ Appropriate knowledge of first aid. ▪ Knowledge of relevant policies/codes of practice & awareness of relevant legislation.
Essential skills and abilities:	▪ Good numeracy/literacy skills. ▪ Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post. ▪ Effective use of ICT packages. ▪ Use of relevant equipment/resources. ▪ Good keyboard skills. ▪ Ability to relate well to children and adults. ▪ Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. ▪ Displays commitment to the protection and safeguarding of children and young people. ▪ Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children ▪ Ability to identify own training & development needs & cooperate with means to address these. ▪ Participate in development and training opportunities.
Essential experience:	▪ General clerical/administrative/financial work.
Special conditions:	▪ Enhanced DBS check

Further advice on specific points in this role profile can be obtained from their HR provider.