

**School Administrator**

Department: Curriculum & Quality

Location: Campus

Reports to: Head of School

Salary Scale:  Business Support (Scale 3)

**Job Purpose:**

To work cohesively with all team members to provide high quality, flexible administrative support within a team of school administrators.

**Key Responsibilities:**

1. To support the administrative processes and procedures relating to the campus to support the Head of School as directed.
2. To support ALN administration and liaison with MIS/EXAM staff, to ensure accurate and timely records are maintained.
3. To support the School with the full range of financial administrative duties including raising orders and invoices; GRN’ing and arranging payment of invoices; raising Requests for Payment and collecting student fees in accordance with the College Fee Policy.
4. 'To support the School in the system based administrative processes and procedures associated with EBS; EBiS/OA, and iTrent, and to play a proactive role in developing these systems to maximise their functionality in relation to the School’s administrative functions.
5. To contribute to and take part in campus based events such as enrolment, open days, parents’ evenings and careers fairs.
6. To ensure that excellent customer service is provided in all dealings with external and internal stakeholders.
7. To generate and update publicity and marketing materials as required.
8. To support the process of student applications for further/higher education.
9. To contribute to the campuses’ general record keeping and audit duties as required.
10. To keep abreast of changes to policies and procedures and to make the necessary changes to administrative systems.
11. Provide support for other Schools at the Campus on an ad-hoc basis.
12. To ensure that all aspects of the Financial Regulations and Financial Control Procedures are followed.
13. To contribute to supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.
14. To exercise responsibility for carrying out and adhering to the Health, Safety and Welfare Policy and Procedures, ensuring safe working practices at all times and liaising with the Health and Safety Manager to ensure accurate recording of related information.
15. Ensure compliance with all policies and procedures including Welsh Language, Information Governance/GDPR, Health and Safety and Safeguarding.

**Person Specification**

**School Administration Officer**

The following criteria are considered to be essential to the above role.

|  |  |
| --- | --- |
| **Part One – Experience and Qualifications**  Education Experience.    You will have sound working knowledge of Microsoft software preferably in an education setting.  You will have experience of working with Excel spreadsheets to at least Level 2.  Qualifications.  You will have a minimum of three GCSEs at Grade C or above (inc English and Maths) or equivalent.  You will be competent to NVQ level 2 in Information Technology or equivalent.  Vocational Experience  You will have experience of working in an administrative/office environment.  Experience of working with computerised Payroll systems is desirable.  You will have experience of creating and maintaining accurate and detailed records.  Financial Awareness. .  You will have experience of dealing with and processing small amounts of cash.  Working in partnership/external profile.  You will have experience of working with others both within and outside of your immediate area of work, developing productive relationships. | **Part Two – Skills, Behaviour and Ability**  Leadership Skills.    You are able to demonstrate commitment to continual professional development  Communication Skills. .  You are highly customer focused  Interpersonal Skills.  You will be able to maintain a helpful and professional approach when dealing with staff, students and external stakeholders.  Organisational Skills.  You are able to prioritise and co-ordinate tasks and work well under pressure to meet deadlines  You are well organised and disciplined in approaching detailed tasks  Show commitment to staff development and training  Welsh Language  Ability to communicate through the medium of Welsh is desirable.  Additional Requirements  Ability to travel between sites if required |