Manchester City Council

**Job Description**

**Administrator - Attendance Grade 4**

**Admin and Organisational Support**

The post holder will report to the School Business Manager~~.~~ Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

**Main Purpose of the Job:**

To work collaboratively with all staff and parents in order to support student well being and to promote the five outcomes of Every Child Matters

Contribute to the planning, development and monitoring of administrative procedures

Under the direction/instruction of senior staff, provide a responsive administrative and financial support service to the school.

#### Main Duties

1. Process attendance data, liaising with staff and parents where necessary
2. To administer school registration procedures in line with statutory requirements and
3. Carry out first day of absence calls for children who are absent, and supervise children who are late.

1. Control and monitor entry to the school including the visitor signing in system and safeguarding issues.

1. To manage the administration function to include correspondence, procedures, completion and submission of complex forms and returns both internally and to outside agencies.
2. To organise the preparation of specific materials on behalf of senior staff and contribute to the production of resources

1. Undertake reception duties, answering general telephone and face-to-face enquiries.
2. Be aware of financial management regulations and assist in the collection, reconciliation and security of cash.
3. To assist in the supervision of students on visits, trips and out of school activities as required
4. Use I.T. Systems effectively to provide management reports, and statistics.
5. To procure and arrange the orderly and secure storage of stocks and supplies.

1. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
2. To undertake personal development to improve own practice.
3. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
4. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
5. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

###### Manchester City Council

###### Person Specification

###### Business, Enterprise and Sports Specialist College Administrator

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**For this job we are looking for:**

Ability to work on own initiative and plan own workload.

Demonstrable ability to operate various software packages and information technology systems and equipment.

Good communication skills, for effective interaction with service users, colleagues and members of the public.

Good literacy and numeric skills to accurately complete and maintain relevant records and produce reports and returns.

Good written communication skills to produce accurate, good quality letters, reports and documentation for all stakeholders.

Experience of contributing to the management and monitoring of financial resources including budgets.

Willingness to abide by the City Council and Governors various policies.

#### Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school’s professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure to a CRB (Criminal Records Bureau) check.