



Hatton School & Special Needs Centre

Roding Lane South, Woodford Green, Essex, IG8 8EU

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Headteacher: Mrs Adrienne Wright

'PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER'

JOB DESCRIPTION

Post Held: General Administrator / Resource Administrator

Salary Scale: LBR03 (starting at FTE £21,591, actual salary £15,273)

Hours: 30 / 44.26 weeks (term time only)

- **Monday - Thursday 8.00am – 4.00pm**

Reports to : School Business Manager

Purpose of Job

To work as part of a busy Admin Team under the direction of Senior Staff to provide general administrative support to the school including middle leaders and the training and support team and to support the effective and efficient distribution and maintenance of resources across the school.

Specific Tasks & Duties

- To manage and develop the school's information system (Integris G2) for pupils and staff, ensuring that all information is accurate and up-to-date and that all staff have correct access to the system.
- To deal with new pupil admissions to school on an ongoing basis including arrangement of transition meetings, entry arrangements, collection of information from parents, liaising with the LA and offering places for schools in line with school / LA guidelines and procedures.
- To be responsible for the effective transition of pupils to other schools including sharing of information, liaising with the LA and contact with parents as necessary.
- To be responsible for maintaining accurate records of Free School Meal (FSM) Pupil Premium children, Out of Borough pupil records and reporting as necessary.
- To co-ordinate secondary transfer files (both manual and computerised) and manage the transfer of confidential pupil records.
- To assist the school in collating information required by the Local Authority.
- Administer procedures relating to pupils transferring to or from the school, FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs setting clear and workable deadlines for data collection.
- Complete and submit accurate statutory returns and census data (school and school workforce census).
- To ensure all information and management reporting is provided in a timely way to support the smooth functioning of the school.

- To set up and coordinate administration of after school clubs and playschemes for extended schools and liaise with H&S Co-ordinator and Project Leaders regarding protocols.
- To produce Quarterly Returns in connection with the extended schools programme liaison with the Project Leaders and School Business Manager.
- To be responsible for the typing and distribution of reports and information in relation to the Governing Body and maintaining the GB file.
- To support the clerk to the governing body in ensuring effective communication systems.
- To be responsible for organising the clerical procedures for the election of parent and staff governors, including liaising with the Headteacher on the agreed timetable of dates, producing voting papers etc.
- To give administrative support for the satellite provisions, typing and circulating reports and dealing with paperwork as required.
- To use desktop publishing software to support the senior leadership team in the production of school literature, information leaflets, school newsletters, school targets, plans and models of working diagrams.
- To undertake typing, photocopying, printing and general admin support for Team Leaders and the CLT.
- To provide administrative support for Continued Professional Development.
- Manage manual and computerised records / information systems as required.
- To support with maintaining Hatton pupil files.
- To be responsible for the organisation and management of the resource centre ensuring efficiency and appropriate use by staff.
- To oversee the management and use of the resource area on a day to day basis ensuring it is tidy and accessible.
- To be responsible for the control, updating and monitoring of the electronic asset management system in conjunction with the Network Manager.
- To be responsible for logging resources in and out to staff.
- To be responsible for ordering of supplies.
- To ensure that adequate supplies are maintained for photocopying and central resources.
- To maintain adequate supplies of refreshments etc. for hospitality, training courses, meetings and pupil snacks.
- To assist with the provision of refreshments when required.
- To undertake any additional tasks as identified by the SBM.

General responsibilities

- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To uphold the values and ethos of the school to be PROUD (Professional, Respectful, Organised, Understanding and Dedicated) and contribute to the wider school community in Learning, Growing and Achieving Together.
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.



PERSON SPECIFICATION

Post Title : General Administrator / Resource Administrator		
Qualifications & Training	Essential/ Desirable	Application(A) Interview(I)
<ul style="list-style-type: none"> • GCSE or equivalent in English & Maths • Relevant qualification in office administration/ IT application • Evidence of continued professional development and willingness to develop and expand knowledge in line with needs of the school 	E D E	A A A/I
Experience		
<ul style="list-style-type: none"> • Experience of working under pressure in a busy office environment with a key role in diverse administration • Experience of using school administrative systems and knowledge of electronic register systems, Integris G2 or other school management systems • Experience of running effective administrative & clerical systems • Experience of taking minutes at meetings • Experience of handing highly confidential information • Experience of composing letters and dealing with own correspondence • Experience and understanding of GDPR • Experience of organising resource management 	E D E D E E E D	A/I A/I A/I A/I A/I A/I A/I A/I
Knowledge and Skills		
<ul style="list-style-type: none"> • Good working knowledge of Microsoft Word/Excel/Publisher/ email • Demonstrate excellent literacy and numeracy skills in both verbal and written format • Ability to listen, follow instructions accurately, but also make sound judgements and lead when required • Ability to work in an organised and methodical manner • Ability to develop processes and procedures to fit the needs of the school • Ability to manage workload and prioritise to meet deadlines • Ability to deal with sensitive personnel issues • Ability to challenge & support colleagues in a professional manner 	E E E E E E E	A/I A/I A/I A/I A/I A/I A/I
Personal Qualities		
<ul style="list-style-type: none"> • Ability to work under pressure and remain calm • Good interpersonal skills and ability to liaise with parents/carers and professionals • Recognise the skills required to work with a diverse population of both staff and families and be able to adapt to their needs • Understand and demonstrate confidentiality • Ability to be flexible and work as part of a busy team • Ability to work under own initiative to meet tight deadlines in an accurate manner • Organised and methodical in working 	E E E E E E	A/I I A/I A/I A/I A/I
Other Criteria		
<ul style="list-style-type: none"> • An understanding of and commitment to Equality and Diversity • An understanding of and commitment to Health and Safety • A commitment to the safeguarding and welfare of all children and the ability to work within the school's Safeguarding Policy and procedures • The ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues • Enhanced DBS check will be required for successful candidate 	E E E E E	A/I I A/I I A

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