



CUMBRIA COUNTY COUNCIL

JOB ADVERTISEMENT

INTERNAL

Post Title: Part Time Administrator, Level 2 (Fixed Term, Term Time Only)
5 Mornings (8am - 12pm)

Responsible To: Head Teacher

Grade: P5 £18795 per annum pro rata 20 Hours Per Week (term time only)

Main Purpose: Under the instruction/guidance of senior staff:
provide general administrative/financial support to the school.

Principal Accountabilities

Organisation

- Undertake reception duties, answering general 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.
- Assist in arrangements for schools' trips, events etc.

Administration

- 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. pupil's 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

- 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

General

- 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

This Job Profile forms part of the Collective Agreement signed between Cumbria County Council, UNISON, GMB and T&GWU on the 30th March 2005.

Application by Letter.

Application Deadline: Tuesday 16th July 2019 at 9.30am

Interviews: Thursday 18th July 2019

Proposed Start Date: Monday 2nd September 2019

Person Specification

POST TITLE: Administrator

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	<p>NVQ 2 or equivalent qualification or experience in relevant discipline</p> <p>Good numeracy/literacy skills</p>	Evidence of further training in school-based support
Relevant Experience	General clerical/administrative/financial work	Previous experience in a school environment
Knowledge	<p>Effective use of ICT packages</p> <p>Use of relevant equipment/resources</p> <p>Good keyboard skills</p>	Knowledge of relevant policies/codes of practice & awareness of relevant legislation
Skills	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles & responsibilities and your own position within these</p> <p>Ability to identify own training & development needs & cooperate with means to address these</p>	
Special Circumstances	Occasional attendance at meetings outside normal hours	