


## Job Description

	<b>Job Title</b>	Administrative - Level 3
	<b>School</b>	Leopold Primary School
	<b>Location</b>	London/Brent
	<b>Grade</b>	Scale 5
	<b>Reports to</b>	<i>School Business Manager</i>
	<b>Staffing Responsibility</b>	<i>None</i>
	<b>Restricted</b>	No

### 1. Job Purpose:

*(Summary of the overall purpose of the job)*

- To be responsible, under the guidance of senior staff, for administrative and organisational processes within the school.
- To assist with the planning and development of support services.
- To contribute to the overall ethos, work and aims of the school.

### 2. Principal Accountabilities And Responsibilities:

*(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).)*

- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Provide personal, administrative and organisational support to other staff.
- Provide personal, administrative, organisational and web site support to the Executive Head Teacher & School Business Manager.
- Provide administrative and organisational support to the Governing Body.
- Manage and maintain manual and computerised records and management information systems.
- Carry out research, obtain information, and analyse and evaluate data and information, and produce reports and records as required.
- Undertake typing, word-processing, and complex ICT-based tasks.

- Carry out administration of complex procedures, including the completion and submission of forms and returns to the DfE and other external agencies
- Manage administration of facilities including the use of school premises, including uniform, snack and other school 'shops.
- Undertake reception duties, including dealing with complex issues and visitors.
- Assist with procurement and sponsorship activities, and the marketing and promotion of the school.
- Participate in the supervision, training and development of support staff as required.
- Provide advice and guidance to staff, pupils and others.
- Organise school trips and events.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.