The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

### Job details

**Job title:** Administration & Organisation Level 4  
**Directorate:** [School name - amend as appropriate]  
**Reporting to:** Headteacher  
**Grade:** PO2

### Job description

**Purpose of the post:**  
- Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including the coordination and delegation of relevant activities.

**Main duties and responsibilities:**

**Organisation:**
- Take a lead role in the planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Line management responsibilities where appropriate including, management of support staff, liaising between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff and undertake recruitment/induction/appraisal/training/mentoring for other staff.

**Administration:**
- Take a lead role in the development and maintenance of record/information systems.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Produce and respond to complex correspondence.
- Provide organisational and complex advisory support to the Governing Body.
- Manage complex administrative procedures.
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies.
- Manage the administration of the payroll system.
Resources:
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Take a lead role in the recruitment of support staff and in managing associated employment procedures.
- Provide advice and guidance to staff and others on complex issues.
- Undertake research and obtain information to inform decisions.
- Take a lead role in the marketing and promotion of the school.
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administrative procedures.
- Take a lead role in planning, monitoring and evaluation of budget.
- Be responsible for the management of expenditure within an agreed budget.
- Health and safety management.

Responsibilities:
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:
- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
## Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>1. NVQ Level 4 or equivalent qualification or experience in a relevant discipline.</td>
<td>✔️</td>
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<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>2. Several years experience working in an office environment at senior level.</td>
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<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>3. Full working knowledge of relevant policies/codes of practice/legislation.</td>
<td>✔️</td>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>4. Excellent numeracy/literacy skills.</td>
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<td>5. Effective use of specialist ICT packages.</td>
<td>✔️</td>
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<tr>
<td>6. Use of specialist equipment/resources.</td>
<td>✔️</td>
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<tr>
<td>7. Ability to organise, lead and motivate other staff.</td>
<td>✔️</td>
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<td>8. Ability to plan and develop systems.</td>
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<td>9. Ability to relate well to children and adults.</td>
<td>✔️</td>
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<td>10. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.</td>
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<tr>
<td>11. Ability to self-evaluate learning needs and actively seek learning opportunities.</td>
<td>✔️</td>
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