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:** Extended Schools Administrator
- **Directorate:** [School name - amend as appropriate]
- **Reporting to:** Extended Schools Co-ordinator
- **Grade:** Scale 5

**Job description**

**Purpose of the post:**
- To provide administrative and financial support to the Headteacher and Extended Management Committee and maintain and monitor budgetary information.
- To produce financial information for budget monitoring and other purposes and to assist the Headteacher / and Extended Management Committee in budget preparation.

**Main duties and responsibilities:**

**Finance:**
- Manage / undertake the book keeping of, club fund, petty cash, trips, photographs, postage, telephone calls and the balancing of such funds and secure monies in accordance with school procedures.
- Undertake work associated with the preparation and monitoring of the annual Extended Provision Budget under direction of the Headteacher/ Extended Management Committee and to alert the Headteacher / and Extended Management Committee Chairman to any concerns through monthly monitoring systems.
- Undertake general financial administration e.g. processing orders, preparing statements for individual budget holders.

**Administration:**
- Co-ordinate and oversee the work of the club staff, developing their skills as appropriate, through the organisation of training.
- Undertake word processing and other IT related tasks including letters, reports and schedules and operate relevant equipment / ICT packages e.g. Microsoft Excel, databases spreadsheets.
- Maintain manual and computerised records/returns/management information systems such as staffing, admission and pupil records.
- Process timesheets.
- Analyse and evaluate data/information and produce reports as required.
Job Description and Person Specification

- Administer meals and snack arrangements by collecting, accurately recording and balancing the money.
- Participate in the promotion and marketing of the school and club as part of a team.
- Undertake general reception duties; answering routine telephone calls, deal with face-to-face enquiries and signing in visitors.
- Provide and organise general clerical support e.g. photocopying, filing, faxing, emailing, completing forms and responding to routine and complex correspondence.
- Maintain stationery and consumables stock and supplies for the clubs, cataloguing and distributing as required.
- Provide general advice and guidance to staff, pupils and parents.
- Make arrangements for visits by external agencies, and parents.
- Maintain and collate registers and pupil reports that are routinely required by the Management Committee and Headteacher.
- Manage the administration of lettings and other uses of club / school premises.
- Take notes / minutes of meetings as required, e.g. Management committees and staff meetings.
- Order equipment as requested, process invoices; reconcile financial statements in line with financial procedures.
- Organise supply cover under the direction of the Headteacher / Extended Provision Chairman.
- Undertake pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff in accordance with Club Procedure.
- Sort and distribute internal and external mail.

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

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<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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#### Qualifications
1. A good standard of general education; to include English and Maths. ✔️

#### Experience
2. Previous experience of working in a school. ✔️
3. Previous experience of SIMS.net. ✔️
4. Experience of working within schools/education or working with other agencies. ✔️
5. Previous experience of school administration and some knowledge of SIMS. ✔️

#### Knowledge
6. Full working knowledge of relevant policies/codes of practice/legislation. ✔️

#### Skills
7. Confident in Microsoft Word, Excel, e-mail and use of the internet. ✔️
8. Good keyboard skills. ✔️
9. Ability to work under pressure and at speed. ✔️
10. A pleasant and approachable manner. ✔️
11. An open and honest approach. ✔️
12. Understanding of the need to protect confidentiality. ✔️
13. Ability to relate well to children and adults. ✔️
14. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. ✔️
15. Ability to self-evaluate learning needs and actively seek learning opportunities. ✔️
16. Ability to multi-task. ✔️
17. Work on own initiative using time management skills. ✔️