

GLPC Job Description

Job Title	Federation Systems Administrator		
Location	The Carey Federation		
Reporting to (job title)	G.0386-79		
School	Halwill and Ashwater Primary Schools		
Grade	NJC Grade D		
Effective date	April 2020	Job Number	

Job Purpose:

To ensure administration systems across the Federation are smooth, effective and efficient.

To check, monitor and follow up on attendance on a daily basis.

To be a welcoming 'face of the school' in meeting, greeting and communicating with all stakeholders, in person, via telephone, email or other means.

To provide good communication within the school and with all stakeholders to ensure transparency and clarity of school's vision following instruction from the Executive Headteacher (EHT).

To provide a comprehensive and confidential secretarial/administrative support to the EHT, or a more general support to the senior team of the Carey Federation.

This role requires the ability to fulfil all spoken and written aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

School Administrative Support

1. To maintain the Single Central Record (SCR) and personnel records to ensure accurate and up to date records of staff, governor and volunteer safeguarding checks and training to ensure the SCR is fully compliant at all times and to alert the EHT as soon as any updates are necessary.
2. To monitor and produce records for attendance to be shared with the EHT and external agencies and communicate attendance letters with parents across the Federation.
3. To oversee and update the on-line money system, liaise with the system provider, the Finance Administrator, EHT, staff and parents to ensure accurate records and management of the system.
4. To be responsible for the Federation website ensuring that it is up to date, meets the main audience needs and promotes the school positively.

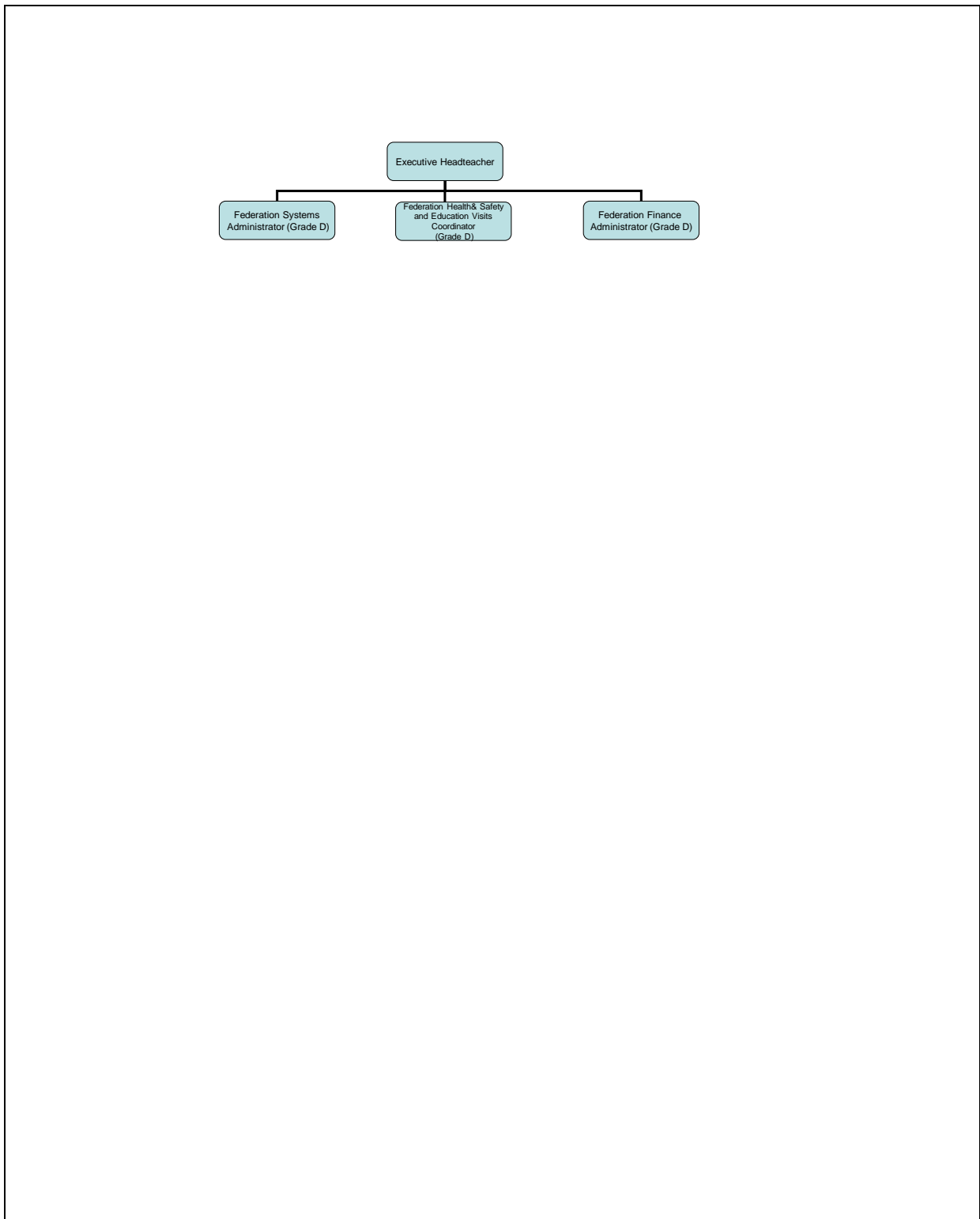
5. To collate and share with stakeholders the Halwill School newsletter electronic and paper based.
6. To share EHT communications with staff, governors and parents across the Federation via text message, telephone, emails, paper-based and website.
7. To filter communications (post, phone calls, e-mails) and redistribute appropriately, prioritising effectively so high priority communications are responded to swiftly.
8. To ensure the smooth, efficient and effective day-to-day running of the Halwill School office.
9. To upload statutory assessments and data provided by class teachers across the Federation to appropriate external bodies including Devon County Council, the DfE and OfSTED.
10. To carry out and submit pupil and staff census in a timely, accurate and efficient manner.
11. Use SIMS (Schools Information Management System) modules for administration of pupil data.
12. To transfer data records to and from other schools / settings through CTF transfer.
13. To undertake any other task reasonably requested by the EHT.
14. To comply fully with GDPR regulations in all activities.
15. To carry out any other reasonable request of the EHT.
16. Maintain the strictest professionalism and confidentiality of all Federation matters
17. To be committed to the safeguarding and wellbeing of children and vulnerable adults and undertake and adhere to all training, policies and guidelines advised by The Carey Federation.
18. To have a fully enhanced DBS check.

19. Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	N/A		
Experience	Experience of using administration systems, management information systems.	Experience of using the administration systems including SIMS, SCR, on-line money, texting systems and websites	
Practical Skills	To be able to work with initiative and autonomy. To confidently and competently use a variety of IT software. To be resourceful in finding solutions to problems which arise. To be creative in developing systems across the Federation. To be organised, efficient and accurate in all undertakings. To be able to prioritise.		
Communication	Excellent communicator with all stakeholders. Ensure communications have clarity and shared in timely manner. Ability to fulfil all spoken and written aspects of the role with confidence and fluency in a good standard of English.		
Personal Qualities	To 'Aim High' in all aspects of the role and 'Be Resilient' when faced with challenge. To be creative and forward thinking. Approachable and friendly persona. Efficient and thorough in all undertakings – have attention to detail. Remain calm in stressful situations. To support colleagues in the use of administration systems.		
Strategic Thinking	To plan strategically and make decisions to improve the efficiency and accuracy of systems of administration across the Federation.		
Technology / IT Skills	Excellent IT skills to support use of email/website/admin, databases, management information systems.	To be able to support others with use of IT administration systems.	
Education and Training	Good level of education – pass at English and Maths	Qualification in Business Administration	

Professional Registration		Certificate/Registration
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.	Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards	

Structure chart



1. Supervision and Management:

The post holder would not be responsible for the management of other members of staff but will be required to support and train the School Administrator and other members of staff, as appropriate, in using the Federation systems.

2. Creativity & Innovation:

The Federation Systems Administrator will need to be creative, innovative and aspirational in improving and reviewing existing systems and devise and create new systems.

Devise and develop efficient strategies to communicate with stakeholders.

To be resourceful in finding solutions to problems which arise.

3. Contacts and Relationships:

The Federation Systems Administrator will be integral in communications to parents and governors, ensuring they are delivered efficiently and in using multiple media to ensure messages reach all. An ability to assess the quality and clarity of communications and whether they are meeting the target audience is essential. Reviewing the methods of communication and improving these will be required of the post holder.

4. Decisions - Discretion

The Federation Systems Administrator has flexibility to make decisions about the management and development of systems within the Federation within parameters agreed by the Executive Headteacher.

The post holder will organise information according to school priorities.

5. Decisions - Consequences:

The consequence of decisions should result in a smooth operation of the Federation systems.

6. Resources:

A responsibility for all the data systems in the school.

7. Work Demands:

The ability to multi-task will be essential in this role.

At times, where communications to stakeholders are needed to take place outside of office hours, the stakeholder will be expected to be flexible in sharing and responding to communications.

The post holder will be required to determine own priorities in order to meet daily deadlines.

The post holder will seek guidance to resolve conflicting priorities.

8. Physical Demands:

Working at a computer or other devices and the associated strains involved in these.

9. Working Conditions:

An office environment will be the main base.

10. Work Context:

Office based administration.

11. Knowledge & Skills:

- A high level knowledge or the ability to rapidly develop the knowledge of the Federation data and IT systems e.g. SIMS, on-line money systems, texting, website, SCR etc.
- A high level of knowledge or the ability to rapidly develop the knowledge of outside agency systems which will be needed in sharing of data e.g. DfE, Devon County
- Innovative and creative thinking in establishing new and effective administration and data systems and reviewing and improving existing systems.
- To be autonomous in prioritising and undertaking tasks.
- To be resourceful in finding solutions to problems which arise.
- To have the ability to support and train the School Administrator and other members of staff, as appropriate, in using the Federation data systems.
- To be efficient, accurate and have high expectations in delivery of all tasks
- Effective organisation skills and good interpersonal skills.
- Ability to communicate at all levels.

GLPC profile – to be completed by the Employee Reward Team

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score

Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job-holders (J/H).

Potential Hazards	Applicable to this job? (✓)	Action to be taken	<i>Examples of action to be taken (this list is not exhaustive)</i>
Display Screen Equipment	✓	Ensure regular breaks. Conduct workstation assessments.	<i>Conduct regular workstation assessments through Cardinus software</i>
Electricity – fixed / portable			<i>Ensure PAT¹ certificates are up-to-date</i>
Manual handling			<i>Ensure J/H attends appropriate training</i>
Verbal / physical abuse			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Work equipment			<i>Ensure J/H is familiar with all equipment and its proper usage and maintenance</i>
Fire	✓	Ensure post holder is familiar with evacuation procedures.	<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE²</i>
Isolation / lone-working	✓	Be familiar with lone-working policy	<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Premises related			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

¹ Portable appliance test

² Personal protective equipment

Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____

Reports to Bursar/Business Manager/Business Manager/Deputy Head/Head. Jobs at this level would not be responsible for the work of others, would work within described procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often advice and guidance. Correct decisions will be from a range of established alternatives relating to their work, and which will have a short term effect on the school. Can determine own priorities in order to achieve deadlines, but will expect guidance to resolve a high incidence of conflicting priorities. Need to be able to operate independently and accurately a range of understood rules, and procedures or techniques. In defining the difference between PA and Secretary, Pas will undertake all of most of the duties of a secretary, but additionally will tend to support closely a specific manager or managers, such as the Head or management team. The role will normally involve a higher level and complexity of contacts and the management of demands and priorities.