



Arbory Primary School

Executive Headteacher: Mrs. Natalie Johnstone

Head of School: Mrs. Lucy Hickey

*"A caring community of creative, confident learners."
"Co-phobble kenjal dy ynseydee chrootagh as yarrooagh."*



Isle of Man Department of Education, Sport and Culture

Job Title: School Administrator

Responsible to: Headteacher

Grade: 32 hours per week, term time only

Hours of work must be agreed in consultation with the Head Teacher to best suit work practices and the demands of school routine.

Purpose of Job

To contribute to the smooth operation of the school by undertaking a wide range of financial, administrative, IT and reception duties. To liaise with other agencies, staff, parents, pupils and members of the public as required, in a professional and courteous manner, whilst maintaining confidentiality. To act as focal point for all internal communications on behalf of the Head Teacher.

Main Duties and Key Responsibilities

Whilst duties may vary between schools, the following core duties may be expected of a School Administrator. The list of duties is not meant to be exhaustive but reflect the range and level of responsibilities of the role holder.

Financial Administration

The job holder will be responsible for the day-to-day financial administration for the school, administering and monitoring school budgets in consultation with the Head Teacher, and ensuring compliance with Isle of Man Government Financial Regulations.

This will include:

- Placing orders, checking deliveries, and reconciling orders and invoices within financial delegations in accordance with procedures.
- Checking deliveries and ensuring correct as per orders.
- Entering data onto the school's computerised accounting and system (IMPS) pupil record systems (Arbor).
- Sourcing goods and obtaining quotes.
- Monitoring and maintenance of monies collected by the school.
- Chasing up monies owed.
- Banking monies as required.
- Producing and maintaining appropriate financial records, inventories, statistics and accounts, as necessary.
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- Keeping the headteacher informed of the current financial situation, any changes made to the Financial Regulations and procedures, and recommending any virements necessary.
- Acting as purchase card holder in accordance with financial delegations.
- Acting as signatory on school bank accounts.
- Booking Teachers on the supply system to cover staff absence.
- Using the online Education Supply system, processing & coding supply forms teaching and non-teaching.
- Processing salary reclaims forms.
- Assisting with any audit processes as required.
- Advising Governors of the school's financial position and answer any queries as required.
- Minute termly Governor's meetings.
- Attending any financial training courses as required.
- Attending meetings with the Head Teacher as required.
- Raising any queries or concerns with the Head Teacher.
- Managing Parent Pay for children, parents and staff.

Administrative and Data Management

The job holder will be responsible for providing general administrative support, including use of I.T. systems, and will be responsible for accurate and timely recordkeeping. The job holder will provide advice and guidance to others in relation to processes, procedures and systems as required.

Duties include:

- Dealing with all emails queries and acting as a point of contact for the school for day-to-day enquiries. Ensure the importance of emails is considered and prioritised. Ensure that responses are sent as required.
- Setting up and maintaining efficient office systems and procedures within the School's administrative office, including manual and computerised records in-line with the DESC retention schedule.
- Photocopying, distribution and filing as appropriate.
- Producing and circulating, as required, school information by way of letters, emails, newsletters, notices, lists etc. using Class Dojo.
- Maintaining school attendance records, preparing returns and escalating issues where appropriate.
- Making travel arrangements as necessary, organising school trips and visits.
- Arranging teaching supply cover as required.
- Arranging election of school governors.
- Organising events, making arrangements in consultation with the Head Teacher.



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- Acting as secretary for meetings, preparing agendas, ensuring follow-up action and notifying DESC as required.
- Responsibility for Data Protection/GDPR and DESCs retention schedule.
- Maintaining pupil consents on Arbor.
- Record keeping in respect of free school meals, daily dinner lists, class lists, admissions and transfers, accidents, school photographs and emergency telephone numbers.
- Following school procedures for pupil attendance and registration, maintaining records and preparing all returns, including the attendance return for "looked after children" and other identified groups.
- Contacting parents/guardians regarding child absences and liaising with the Attendance Officer, where necessary.
- Acting as stationery co-ordinator and maintaining stock, dealing with orders and invoices, as required.
- Maintaining school diaries and similar routines.
- Being first port of call for photocopier/printer help - consumables etc.
- Ensuring School licenses are up to date.
- Managing emergency evacuation lists in a timely manner.
- Ensuring that medical needs etc are kept up to date when changes are notified to school by parents.

Reception Duties

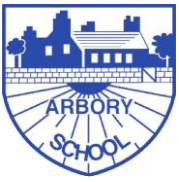
The job holder will be expected to act autonomously as the first point of contact for queries from all visitors to the school including parents, visitors, school nurse, clergy, deliveries and maintenance staff, and wherever possible deal directly with issues and concerns, referring up to the Head Teacher as and when necessary.

Duties include:

- Responding to both internal and external queries either face to face, by telephone or email, using tact and diplomacy.
- Dealing with complaints, ensuring that procedures are followed.
- Taking calls, messages and other communication, passing on as necessary.
- Dealing with and supervising ill children, liaising with parents and arranging collection from school.
- Accompanying visitors or guests to the school, responding to queries and questions.
- Liaising with parents on pupil issues e.g. forgotten kit/lunches etc. as required.
- Securing valuables, including mobile phones and pupil medication.

Any other duties appropriate to the grade as allocated by the Head Teacher

- Accept responsibility for ensuring that allocated projects are delivered on time and to an agreed standard.



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- Recognise the need to meet deadlines and be relied upon to deliver on agreed targets.,
- Record information accurately
- Be able to communicate in a concise manner which is easily understood.
- Be able to identify problems and suggest solutions.
- Take pride in delivering work of a consistently high standard.
- The role holder is required to hold a basic First Aid qualification.
- Establish effective working relationships with colleagues, co-operating with others.

In addition to this:

- Performance Management and Improvement - All Civil Servants have a personal responsibility for performance management. The job holder will be expected to contribute to their annual performance development review and all interim performance reviews.
- Health and Safety – The job holder will be responsible for his/her own health and safety and the impact of his/her actions on others. The job holder will be responsible for identifying any possible risks or near misses to the Head Teacher.
- To promote the safeguarding of children.

Reporting Framework

The job holder reports to the Head Teacher of the School.

The Head Teacher, as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

As Reporting Officer, the Head Teacher will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and a Personal Development Plan is agreed with the job holder;
- Review and assessment of the job holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

Integrity

All staff of the Department of Education and Children are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all School business and to uphold such confidences both in administering the business of the school and outside of the school.



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Competency levels for this post are:

Leading and working together - Level B

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

Communicating and influencing - Level A

Communicates clearly, orally and in writing to get their message across; expresses their views in a clear and succinct way in group or team meeting; is courteous and effective in their communications with colleagues and customers; records and communicates information accurately.

Achieving results - Level B

Prioritises own work to achieve team goals; schedules activities and resources to deliver to agreed timescales; communicates openly about changes to plans; proposes appropriate solutions and considers consequences of different options; makes decisions in a timely manner and recommends/ refer important decisions as necessary; strongly focussed on achieving results; takes responsibility for the delivery of team objectives.

Delivering a quality service - Level B

Treats customer service as a top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving the quality of their work and collaborates with others to deliver excellent services; monitors income, costs and value for money.

Changing and learning - Level A

Shows an interest in own self-development; is open to new ideas and willing to consider alternative working practices; accepts and adapts to change or new situations. Applies specialist knowledge, skills and experience in accordance with clearly defined guidelines and standards.

Showing commitment and resilience - Level B

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.

Management Authority under relevant procedures

There are no Management Authorities to this post.



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Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc, as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to and ensure compliance with the Isle of Man Safeguarding's Board Inter Agency Child Protection procedures and the school's Child Protection Policy at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

The designated safeguarding lead and Child Protection Officer at Arbory School is the Head of School and, in her absence, the Executive Headteacher.

Signed: Headteacher Date:.....

Signed: Post Holder Date:



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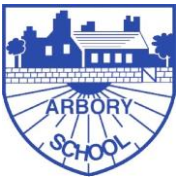
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Person Specification

Specification	Essential/ Desirable	Method of Assessment
Qualifications		
GCSE Maths and English Grades A* (9) – C (4), or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2.	E	CV/Pre-employment Checks
A bookkeeping/accounts or business administration qualification and an I.T. qualification.	D	CV
Experience of working with, or caring for, relevant age children/young people.	D	CV
R.S.A. Typewriting or equivalent.	D	CV
First Aid Training.	D	CV
Experience		
Relevant experience in a post involving finance, administrative and I.T. skills.	E	CV/Interview
Experience of working to tight deadlines and working unsupervised.	E	CV/Interview
Experience of working with the IOM Government Financial Regulations.	D	CV/Interview
Experience of dealing with a wide cross-section of the public and professionals in person and on the telephone.	D	CV/Interview
Knowledge and Skills		
Computer literacy, including strong word processing skills and the ability to create and manage spreadsheets, databases, templates and preparation of school literature, etc.	E	CV/Interview
Administrative and organisational skills.	E	CV/Interview
Interpersonal and communications skills with adults and children.	E	CV/Interview
Ability to prioritise work, work under pressure and manage own time.	E	CV/Interview
Ability to work constructively as part of a team, understanding roles and responsibilities throughout the school.	E	CV/Interview
Full working knowledge of relevant policies/codes of practice, safeguarding, GDPR and awareness of relevant legislation.	D	CV/Interview
Personal Qualities		
Reliable, calm, professional, enthusiastic and conscientious with an optimistic approach, particularly at busier times.	E	Interview
Flexible and able to adapt to changing circumstances.	E	Interview
Trustworthy and confidential.	E	Interview
Ability to use own initiative and be pro-active in seeking solutions to everyday problems.	E	Interview



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Ability to work as part of a team and alone.	E	Interview
Other relevant requirements		
Full, Valid Driving Licence and access to own vehicle.	E	CV/Pre-employment Checks
Satisfactory Police Check.	E	Pre-employment Checks
Isle of Man Worker.	D	Application