



Caerphilly County Borough Council Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Administration & Organisation (Level 2)
Position Reference:	
Job Evaluation ID:	002SCH
Grade:	Grade 4
School:	Fochriw Primary School
Responsible to:	Headteacher
Employment Status:	Permanent, Part Time, Term Time Only (32.5 weekly hours / 39 weeks)

JOB PURPOSE

Under the instruction/guidance of senior staff: provide general administrative/financial support to the School.

KEY RESULT AREAS / RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

DETAILED TASK PROFILE

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

- Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures



- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

KEY WORKING RELATIONSHIPS

- Contacts on matters where the outcome may not be straightforward and is likely to involve dealings with Parents, Teaching based staff, and outside contacts

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

- None

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Data Systems

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)

WORKING ENVIRONMENT

- Largely office based work within the School environment.

ORGANISATIONAL RESPONSIBILITIES


- Understands and demonstrates the principles of confidentiality
- To work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.
- Understands and demonstrates commitment to the Council's Equal Opportunities policies.
- Demonstrate commitment to ongoing personal development
- **The duties & responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	NVQ 2 or equivalent qualification or experience in relevant discipline	
KNOWLEDGE	Appropriate knowledge of first aid Effective use of ICT packages Knowledge of relevant policies/codes of practice & awareness of relevant legislation	
SKILLS	Good numeracy/literacy skills Good keyboard skills	
EXPERIENCE	General clerical/administrative work	
OTHER	Ability to relate well to children and adults Work constructively as part of a team, understanding school roles & responsibilities and your own position within these Ability to identify own training & development needs & cooperate with means to address these	

COMPETENCY FRAMEWORK

CORE COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES	COMPETENCIES (POST BAR) (ONLY COMPLETE FOR POSTS WITH BARRED PROGRESSION)
Job Knowledge	Level 1: Understands the role to perform duties effectively and efficiently. Appreciates the need to support and respect equalities principles. Able to confidently answer questions on area of responsibility. Understands the impact of own work on others.	
Communicating & Persuading	Level 2: Communicates with colleagues and customers in an appropriate way consistent with their level of understanding. Confirms understanding with others and shows appreciation of the views and opinions of colleagues and customers. Can find common ground on which to move forward.	
Customer Service	Level 2: Ensures that customers feel that the service they have received is personal. Works effectively to resolve problems before they happen. Able to manage customers' expectations effectively. Has an effective rapport with customers building trust and confidence.	
Innovation & Change	Level1: Open and receptive to new ideas. Looks at how can improve own job process to improve performance and makes suggestions for improvement. Adapts well to change.	
Problem Solving	Level 1: Uses common sense to deal with routine issues. Can quickly identify a problem, establish the correct course of action from a limited range of well-established options and implement the right solution. Escalates problems to line manager or appropriate officer if the issue is non-routine.	
Decision Making & Judgement	Level 2: Contributes to decision making. Makes decisions within the scope of the role. Takes action	

	when opportunities present themselves and acts decisively as appropriate. Is able to justify and explain decisions and solve problems.	
Planning & Organising	Level 2: Anticipates and plans how to deal with changes in workloads. Estimates accurately the time needed to complete work. Reprioritises work where necessary to accommodate urgent tasks whilst still achieving goals.	
Personal Drive & Effectiveness	Level 2: Looks at opportunities to continuously improve performance, knowledge and skills. Delivers to plans and targets. Willingly accepts challenging goals. Works effectively without direct supervision. Displays resilience and tenacity to demands faced. Seeks feedback from others on own performance.	
Teamwork	Level 2: Understands the impact of own role on others. Keeps colleagues updated and informed on what is being done. Is approachable and sensitive towards others. Builds productive relationships with colleagues and sees the collective benefits of pulling together.	

MANAGEMENT COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES	COMPETENCIES (POST BAR) (ONLY COMPLETE FOR POSTS WITH BARRED PROGRESSION)
People	NA	
Political Understanding	NA	
Leadership	NA	
Resources & Performance	NA	

POST AUTHORISATION

HEAD TEACHER:		DATE:	
MANAGER:		DATE:	
HR:	R.James	DATE:	12/10/2012

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	