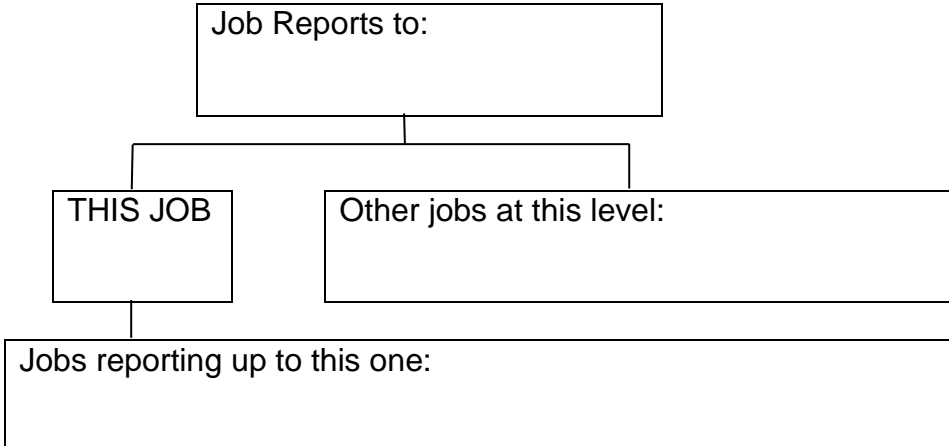




JOB DESCRIPTION

**Form
JD1**

	xi.	Specialist technical responsibilities. Provide specialist premises / maintenance skills. May supervise premises teams.
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	<p>Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work.</p> <p>Direct: - Usually up to 5 staff</p>	
4.	CREATIVITY & INNOVATION	
	<p>Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise.</p> <p>Design and apply IT systems to support work of the team – under direction of line manager.</p> <p>Developing new ways of presenting information, through ICT systems.</p> <p>Create new stationery/internal forms.</p> <p>Ability to give advice and seek information from pupils / parents</p>	
5.	CONTACTS & RELATIONSHIPS	
	<p>Dealing with issues which may not be straightforward and may require diplomacy and tact to resolve.</p> <p>All staff, pupils, parents, and Governors.</p> <p>Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.</p>	
6.	DECISIONS – discretion & consequences	
	<p>Management of own day to day work and supervision of other admin staff.</p> <p>Working without close supervision, but subject to established procedures, practices and routines.</p> <p>Judgement is required when providing solutions to problems.</p> <p>Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.</p> <p>Can make modifications/ variations to practices.</p> <p>The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.</p>	
7.	RESOURCES – financial & equipment	
	<p><i>(Not budget, and not including desktop equipment.)</i></p> <p>Description (Value)</p> <p>Normal office equipment, responsible for the accurate handling and security of small sums of cash and cheques.</p>	

<p>8.</p>	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands Required to work to strict deadlines set by Headteacher / line manager.</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises.</p> <p>Working Conditions No unpleasant working conditions. Normal office environment.</p> <p>Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
<p>9.</p>	<p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills. A good understanding of a number of routine administrative work procedures. Practical knowledge of various computer software packages. Ability to input and understand data. Ability to communicate effectively at all levels. Able to organise own work and that of others. Understanding of SEN and child protection issues. A pro-active record of CPD.</p>
<p>10.</p>	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job Reports to:] --- B[THIS JOB] A --- C[Other jobs at this level:] B --- D[Jobs reporting up to this one:] </pre> <p>The diagram is an organizational chart. At the top is a box labeled "Job Reports to:". A vertical line descends from the center of this box and splits into two horizontal lines. The left horizontal line leads to a box labeled "THIS JOB". The right horizontal line leads to a box labeled "Other jobs at this level:". From the bottom center of the "THIS JOB" box, a vertical line descends to a box labeled "Jobs reporting up to this one:".</p>