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Administrators are responsible for providing administrative support for an office or department within a school. They play a crucial role in the day-to-day life of a school by providing a wide range of administrative support to keep everything running as smoothly as possible. What's involved An administrator's role depends on whether it's a small primary school or a large secondary school, for example, where duties will be divided up between a team. But expect the role to cover the following: welcoming visitors to the school and dealing with their enquiries answering the phone administration relating to pupil attendance managing email/post using IT systems to draft letters, emails, reports, newsletters monitoring school supplies keeping financial records keeping paper and electronic records up to date using reprographic equipment ordering resources, paying invoices and banking cash sending key educational data about the school to the Department of Education or equivalent Skills and experience you will need excellent spoken and written communication skills methodical and well-organised able to work accurately and pay attention to detail confidence with figures good ICT skills able to relate well with pupils, teachers and parents able to prioritise work sensitivity and understanding to be flexible and open to change to be thorough and pay attention to detail Entry requirements It is up to schools and local authorities (LAs) to decide what qualifications and experience applicants need to have, so it is important to check locally. Some may employ people on the basis of their experience and potential alone. Others may require a qualification, such as in English and maths. Experience of office work or a qualification in administration or computer skills could also be useful. Administrators from other sectors can move into schools but it would be helpful to demonstrate interest in how schools work, such as by being a school governor. You'll need clearance from the Disclosure and Barring Service (DBS). The following qualification is available for those not yet employed in the role: Level 2 Award in Support Work in Schools However, this award is solely theory-based, without requiring a placement in a school, so it is important to check with the school or LA whether they would accept the qualification. Successful companies, medical offices, and legal firms can run as well-oiled machines. Appointments are confirmed, clients have all the information they need at their fingertips, and most importantly, professionals can focus on doing what they do best. When this happens, it's often thanks to an office administrator. This person performs a mix of administrative, logistical, and assistant-type duties, while supporting their coworkers for optimal productivity. From answering phones and taking inventory to arranging the office calendar and bookkeeping, the best office managers are very often the glue that holds the business together. An office administrator can work in virtually any industry that requires support with fast-paced, detail-oriented work. In all areas, these professionals are flexible multitaskers counted on to keep people and processes thriving at peak efficiency. Administrator Job Description As an administrator, you'll be responsible for ensuring your company runs efficiently. As well as coordinating and implementing office procedures, you'll be responsible for specific projects and may even be in charge of a team. Although the role varies according to the sector, levels of responsibility and the size of the firm, all administrator jobs involve the ability to multi-task. If you are an extremely organised individual and want to take this skill into the workplace, read on to see if a career as an administrator is right for you. View and apply for Administrator jobs What are an Administrator's main duties? First, we must reiterate the point that your precise duties will depend on where you work and who you work for. However, you can expect to take responsibility for the following: Handling the mail and ensuring the office stationary storage unit is well stocked. Organising and storing paperwork and computer-based information. Booking conference and meeting room facilities. Scheduling and attending meetings while also taking minutes. Organising staff's travel and accommodation requirements. Updating and maintaining websites using a Content Management System. Arranging training for staff members. What is life as an Administrator like? The role of the administrator is almost entirely office-based no matter which company you work with. Travel may occasionally be required but this depends on the sector you work in. It is still primarily a female dominated area as most new administrator hires tend to be women. In the vast majority of cases, your work will be typical weekday hours totalling around 40 hours a week. However, there are also flexible working arrangements in place, and smaller businesses are more likely to take on part-time administrators. What are the different administrator roles? As every company needs some form of organisation, administrators have their pick of sector. The following is not an exhaustive list but it should give you some idea of the jobs on offer. Admin Office Support This is an entry-level role, and daily tasks include handling queries by the phone, email and on social media, typing reports, and letters, photocopying & printing, ordering supplies, setting up meetings & taking minutes. You are also responsible for updating the company's computer records, making travel arrangements for staff and greeting visitors at the reception. As well as requiring excellent organisational skills, employees in an Admin Office Support role must excel in English and Mathematics. After several years' worth of experience, you may be ready to progress to the role of Office Manager or work in a new department such as IT or Accounting. Admin Office Support Jobs Business Administration In this role, you are responsible for leading, controlling and organising a firm's activities. Other duties include recruiting staff, managing income, approving office budgets, attending official functions, helping the company to close deals and handling public relations. To become a Business Administrator, you need to display an excellent understanding of business matters and possess outstanding motivational skills. Also, successful candidates are expected to show evidence of occasions when they created/enhanced products and helped increase a company's sales. Business Administration Jobs Personal Assistant As a PA, your job is pretty simple: make sure your boss has everything they need! Duties as a personal assistant include managing an executive's diary, taking calls & messages and managing junior office staff. As you gain more experience and have the trust of your boss, other tasks might include writing reports, managing budgets or researching projects. If you excel at multitasking, enjoy the challenge of meeting deadlines and demands and can strike up a good rapport with people, a career as a PA could be right up your alley. Personal Assistant Jobs Senior Administrator When you achieve the position of senior administrator, you are at the top of the food chain in your field. Typical duties include working with senior staff such as Directors to plan the agendas of meetings, building relationships with important clients and overseeing the company's administration team. It will take several years of experience as an admin assistant before you can work your way up the ladder but if you have a degree in a relevant subject, you can speed things up. Senior Administrator Jobs Human Resources Administrator In this role, you will complete the required data entry tasks, update personnel files and prepare the requisite documentation for employees and management. As well as communicating with state authorities, you must support HR projects and initiatives, and enter data about new hires to the company's HRIS. You must also ensure your firm is in compliance with the regulatory framework regarding personnel documentation. The job requires excellent computer skills along with outstanding HR and communication skills. Human Resources Administrator Jobs Investment Administrator If you decide to become an investment administrator, you will be responsible for servicing and managing a fund. This involves a group of investors placing their money in financial assets such as shares. As funds are treated as companies, your job is to prepare and publish annual and interim sets of accounts. Other duties include processing dividend payments, processing paperwork for trades, reconciling daily cash accounts and ensuring the fund is in compliance with anti-money laundering procedures. Necessary skills include excellent numerical & analytical ability, good communication skills, the desire to work long hours and the ability to thrive under extreme pressure. Investment Administrator Jobs What is the best thing about the role in Administration? If you enjoy planning things and are extremely organised, becoming an administrator is your chance to make a living doing what you love. There is something very satisfying about going through your To-Do List for the day and ticking every box. You liaise with staff at all levels and the hours you work means you get to enjoy a healthy work-life balance. What is the worst thing about the role in Administration? The starting salary for administrators is not particularly high although that changes as you climb the career ladder. It is irritating when staff members don't understand or appreciate the work that goes on behind the scenes. Finally, the role usually involves supporting colleagues rather than taking control of a project. This is frustrating for anyone who enjoys leading from the front. Administrator salary expectations Here is a quick look at the salaries of the different administrator roles mentioned earlier. Intermediate Senior Admin Clerk R 11 020 R 12 481 R 14 166 R 15 306 Personal Assistant R 16 726 R 23 158 R 20 729 R 28 134 Data Capturing R 9 800 — R 12 450 Secretary R 16 727 R 19 967 R 20 696 R 25 067 Switchboard & Reception R 9 824 R 10 400 R 11 093 R 12 300 Client & Customer Support R 15 302 R 15 865 R 18 713 R 20 054 Call Centre Operator R 14 508 — R 17 145 Human Resources Officer R 20 065 R 24 796 R 24 199 R 31 025 Health, Safety & Environment R 19 683 R 24 767 R 24 189 R 30 606 Educational institutions such as Damelin College offer part-time courses in Office Administration and other related subjects. The South African College of Business also offers CIS Professional Qualifications in Business and Management. You can help your cause by earning a professional qualification or by joining an organisation such as the Chartered Secretaries of South Africa. Again, the employer and sector combination you choose dictates the qualification requirements. While some firms in South Africa will only hire administrators with specific formal qualifications, others are more concerned with experience. If you intend on progressing through the ranks quicker, a Bachelor's Degree in Law, Secretarial Studies, Business or Management will hasten your ascent. Certain firms are more impressed with candidates that have relevant work experience than ones with qualifications but no real-world experience. An established work history is essential for senior roles as employers look for maturity. You also need to type extremely quickly; a minimum of 45 words per minute in most roles. What skills do successful administrators need? Important skills include: Outstanding organisational & presentation skills and attention to detail The capacity to multitask and prioritise workload The ability to work to a high level under extreme pressure The capacity to work alone or as part of a team Reliability, honesty and leadership skills (as you may be involved in project management at some stage) Discretion and respect for confidential information What are my opportunities for career progression? One of the best things about a career in administration is the variety of roles on offer. It is a diverse field, so the following employers will need your services: Academic institutions such as universities Marketing & communications Charities and local authorities Companies in the medical field Financial and legal services Property and insurance There is a number of ways to develop your career as an administrator. For example, you can specialise in a field such as law or work as a personal assistant to a company director. Your organisational skills also make you an ideal candidate for a job as an office manager. You can even move into different fields within a company such as Sales and Marketing. In simple terms, qualified, experienced and ambitious administrators in South Africa have little holding them back. If you liked the information provided in this administrator job description from responsibilities to salary and career path, then the job role in administration be a good fit for you. View and apply for Administrator jobs how to reset a ge profile washer. how to reset a ge washing machine



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