



JOB DESCRIPTION - School Administrator

- Purpose of the job to be responsible to the headteacher and the SLT, as an effective member of the school's team
- To provide administrative support to the School
- To complete identified key tasks within the administration team in co-operation with the SLT and the headteacher
- To have a positive, cheerful disposition as key front life staff
- To actively promote our schools RESPECT values at all times
- To ensure confidentiality is maintained at all times

Administration

- To contribute to the effective and efficient running of the general office
- To play an active role in ensuring that the school's office is an effective point of contact for all stakeholders and visitors to the school, as well as the centre of daily administration
- Undertake clerical tasks with regard to personnel matters, I.e., timesheets, salaries, staff absence, staff contacts etc
- Process incoming and outgoing post, both internal and external
- Deal with enquiries from and liaise with, officers of the authority, elected members, outside organisations, and members of the public
- Provide an efficient telephone service, filtering phone calls, taking and distributing messages, giving information to enquires and accurately recording information received
- Receive visitors and provide hospitality where appropriate
- To undertake word processing, emailing, communication and photocopying tasks. Contribute to the preparation and production of school publications
- Photocopying, collate, distribute, and file documents with due regard of GDPR protocols
- Able to operate office equipment such as photocopier, computer, office machinery etc
- Meet deadlines by prioritising workload whilst working in a methodical manner

- Manage all office IT systems relating to identified tasks, also providing guidance to other users as necessary
- Ensure all data is sent electronically to receiving schools within statutory deadline
- Download incoming files and ensure they are appropriately inputted
- Communicate effectively with teaching staff to ensure data on children is up to date
- Assisting as part of a team, in supporting the overall welfare of pupils, including the development of links with parents
- Maintain and input the appropriate medical records e.g., asthma, allergens, Epi pen and ensure they are up to date and easily accessible
- Ensure that any request records from transferring schools and ensure staff receive information
- Support in the preparation and collation of transfer information relating to pupil data at the end of each year
- Input all documentation relating to any transient pupils so that the school system is updated throughout the year
- Liaise with Assessment Coordinator to ensure data is correct
- Support with the inputting of assessment data across the school including Baseline KS1 and KS2 when required and in the given time Print the relevant forms and reports
- Contribute to the preparation and production of school publications including website and prospectus
- Provide support for updating of policies in line with requirements of the Governing Body and School
- Follow GDPR guidelines at all times
- Complete any other administrative tasks as required
- To provide full assistance during school events taking place in the school calendar
- To prepare, purchase refreshments as needed for school events and open days

Financial

- Under the direction of the School Business Manager and admin colleagues, undertake administrative duties relating to financial procedures for all School matters including, but not exclusive, accounts payable and accounts receivable
- To be responsible for, manage cash collection within the school and ensure that money collection, reconciliation and recording of payments for various activities undertaken by the school adheres to Audit requirements
- To collect, log and manage accurately the necessary school fees, liaising with Financial team and parents
- Ensure that processes and financial transactions are followed with the reconciliation of any of the school accounts
- Ensure that processes and financial transactions are followed with regard to the school purchasing card
- Ensure that processes and financial transactions are followed regarding Educational School Visits with regard to the Charging and Remissions Policy
- Follow Audit procedures in line with the school Finance Policy and as set out in budget holder responsibilities
- Assist in co-ordinating any Fundraising Events for the School

ICT

- Maintain an up to date working knowledge of the systems of IT within the administrative practice
- To liase with IT technical team, as directed

Premises

- To recognise and support the key role the office plays in being the first point of contact for all within the school and to maintain high standards of efficiency and organisation to meet these requirements
- To ensure contractors on site are signed in via visitors' system and check they follow safeguarding procedures

- Communicate contractors and visitors on site to the relevant staff including Head Teacher, School Business Manager and Site Services Officer

Professional Responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs
- Undertake any necessary training to ensure an up to date working knowledge of the administrative systems within school
- Attend relevant training courses to update knowledge and extend understanding within particular areas
- Any other duties and responsibilities within the range and salary grade
- All duties and responsibilities must be carried out with regard to the school's Health and Safety Policy

Risk Management

- Follow all Health and Safety procedures and policy, ensuring that support is provided as necessary to the procedures within the school
- Ensure that all matters with regard to Health and Safety practices are related to the managers and Headteacher as necessary to ensure safe practice within school
- Ensure school security and emergency arrangements are compiled with
- As part of the team, ensure all visitors to the school evidence their identification, the visitor system is adhered to, and all visitors are issued with a badge
- Liaise closely with all staff and the Headteacher with regard to Educational Visits
- Ensure that risk assessment procedures are in place to support all learners and staff
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy
- Duties which include processing of any personal data must be undertaken within data protection guidelines

Health and Safety policy

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To work with the headteacher and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- To complete and maintain all health and safety checks and records
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare
- To report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and the schools' policies for safeguarding children and safeguarding adults and in is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately
- To liaise with DSL/ DDSL and external agencies in any safeguarding matters and to provide any administration support required.

This is not intended to be a complete or exhaustive list of responsibilities for this role, all other duties will be discussed further if applicant is successful.