

Job Profile

Job title:	Lead Administrator
School:	Limebrook Primary School and Nursery
Responsible to	Head Teacher
Location:	Essex
Salary:	Essex PayScale 5, Scale 8-11, £26,824 – £28,142
Contract type:	37 hours per week, FTE

Core Purpose

To provide secretarial and administrative support to the school and the head teacher and to be responsible to the head teacher for the development and maintenance of the schools information and management systems within the school.

Specific duties

With oversight from the Operations Manager and Senior Leadership Team:

Receptionist, Duties and Responsibilities (when Required)

- To undertake initial responses to **all** enquiries from parents/carers, visitors or the general public at reception stringently adhering to the school's safeguarding procedures.
 - To receive and relay **promptly** any telephone or other messages.
 - To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
 - To show awareness of the school's security at all times.
 - Manage specific computer modules.
 - To communicate effectively, both orally and in writing with outside, agencies, parents, staff and the local community.
 - To coordinate appointments.
 - To make the necessary arrangements for routine medical and dental inspections in the school.
 - Provide routine clerical support e.g. photocopying, filing, e-mailing, completing standard forms, and responding to routine correspondence.
 - Assist with manual and computerised records e.g. Arbor.
 - Undertake typing and word processing.
 - Undertake a variety of admin procedures.
 - 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 differences and ensure equal opportunities for all.
 - Contribute to the overall ethos/work of the school.
 - Appreciate and support the role of other professionals.
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- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head Teacher.
- Ensure that parental notice boards around the school, as well as staff notice boards are current and up to date
- Ensure that staff room facilities (teas, coffees, sugar etc) are fully supplied
- Provision for visits including refreshments are readily available as and when needed.
- Implement safeguarding procedures in relation to contractors, supply staff and visitors.

Debt management

- Undertake daily responses to early morning dinner money enquiries from parents/carers at reception and by telephone.
- Manage specific computer modules. Blossom, Arbor & PSF Administration
- Maintain manual and computerized records e.g. Dinner Money module/Arbor/Blossom , Arbor Parent App.
- Maintain and collate pupil reports e.g. free school meals/daily reports.
- Analyze and evaluate data/information and produce reports/information/data as required.
- Undertake routine administration of school meals
- Liaising with suppliers and checking orders and deliveries.
- Effective systems of communication are in place to ensure that parents pay for services on time and debt levels are managed appropriately. The overall level of debt incurred by parents for school services is reduced by 20-25% throughout the appraisal cycle.
- Ensuring that parents are well supported in debt management, the use of child care vouchers and free school meal awards.
- Ensuring effective signposting of parental support to FSM entitlement increases.
- Direct liaison with relevant middle managers and senior leadership regarding debt and parental payments. This includes highlighting concerns, triggers, and any other updates.

Admissions and attendance

With support from the Nursery Manager and SLT.

- Responsibility for the management of schools information management systems.
- To maintain accurate manual and computerized pupil data records.
- To collect and collate pupil data including admission information, attendance and assessment. Produce reports in relation to attendance based on demographics
- To maintain pupil attendance records and to monitor the attendance of pupils using Arbor software.
- Be responsible for the submission of relevant reporting information to the head teacher, SLT and the Governing Body to assist them in determining curriculum support and pupil assessments.
- To be responsible for CENSUS and other returns as required e.g. DFE
- Support the Deputy Head teacher in maintaining and inputting pupil data into the assessment software as well as the behavior software – this includes producing monthly reports when required.
- Carrying out Year End functions for pupil related data
- Complete pupil registrations and conduct pupil registration interviews
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- Communication with SLT around admissions and school visits, and arranging these
- In-year admissions with new parents and tours.
- Oversight and management of the parent Arbor App.

Clubs and Extended Services

- Support the Nursery Manager and SLT in the administration of school clubs, trips, events, extended services.
 - Be responsible for the submission of relevant reporting information to the head teacher, SLT and the Governing Body to assist them in determining curriculum support and pupil assessments.
 - Creating custom groups for clubs and monitoring the attendance of this, to support reporting monitoring and evaluation
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- To work with SLT to ensure that the clubs being accessed by the children are full and there is a wide range of extra clubs that the children can attend.
- Support the office manager and SLT in the administration of Extended services and ensure that relevant reporting information from Extended Services is available.

Monitoring and reporting

- Support the administration and SLT team to produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
- Support the administration and SLT team to track attendance of vulnerable groups of pupils and share information with school leaders.
- Support the administration and SLT team to identify pupils that need additional support to improve their attendance.
- Support the administration and SLT team to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- Lead daily or weekly check-ins to review progress and the impact of support/interventions.
- Be aware of and comply with the school's and Academy policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head Teacher.
- Support the Deputy Head teacher in maintaining and inputting pupil data into the assessment software as well as the behaviour software – this includes producing monthly reports when required.
- Reception funding/headcount
- Oversee Reception Admissions

Administration

- Operate relevant equipment and complex ICT packages.
- Provide routine administration and organisational support to other staff e.g. photocopying, filing, faxing, e-mailing, complete standard forms, and respond to routine correspondence.
- Undertake typing and word-processing.
- Undertake a variety of admin procedures.
- Maintain and collate pupil reports as required e.g. class lists, pupil details, registers, daily reports.
- To type letters, reports, memoranda, and other documents using the appropriate equipment, including word processors, office management systems and audio equipment.
- Admission interviews.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- Marketing the school by showing parents and visitors around.
- To show awareness for the school's security at all times.
- To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
- Carrying out Year End functions for pupil related data
- To maintain a positive, courteous and professional environment for all stakeholders, and in particular parents.

To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures,

ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

Welfare (When required)

- To share responsibility for the use of the medical room, ensuring that it is maintained to a high standard of cleanliness by the cleaning staff, and reporting any deficiencies to the head teacher.
 - To give prompt First Aid treatment to sick/injured children and adults.
 - To administer prescribed medication
 - To monitor the sugar levels of diabetic children and take appropriate action
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- To arrange for children to be taken to the hospital whenever a serious injury is evident or suspected. To arrange for appropriate supervision on such occasions (accompanying them and ensuring their safe return to school or home as appropriate).
- To inform parents promptly whenever the sudden disability of a child warrants it.
- To discuss with parents any concerns about a child's health/well-being.
- To prepare for and assist with medical inspections, arranging checks and special appointments where appropriate.
- To comply with the regulations on infectious diseases.
- To keep records and prepare reports of accidents and dangerous occurrences and inform the head teacher of more serious matters (Evolve).
- To prepare and maintain a log book of medical events for the school and confidential welfare records for each pupil (Care Plans and Risk Assessments).
- To maintain an up-to-date list of children with particular medical conditions or physical disabilities and arrange for it to be available for members of staff.
- To update class teachers about children on the medical register each September (when classes change teachers) or at other times throughout the year as appropriate.
- To take charge of drugs and to administer them in accordance with the doctor's instructions upon receipt of a signed authorisation form from the parent/guardian.
- To maintain a basic stock of First Aid Items.
- To prepare and maintain First Aid boxes for playtimes and lunchtimes across the school
- To prepare and maintain First Aid Boxes to be taken on visits.
- To implement and uphold all of the school's medical and welfare policies
- To be vigilant for signs of child abuse or neglect and to inform the head teacher or designated Child Protection Officer of any concerns. To be aware of the requirements of the local guidelines (Yellow Book) for dealing with child protection issues.
- To be vigilant for other health hazards (anorexia, drug abuse, hygiene problems, clothing deficiencies etc.)

Responsibilities

- Be aware of and comply with the school's and LAT policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head Teacher

Experience

- General clerical/administrative work.
- Ability to work to a high level of accuracy
- An understanding of the school and school office environment

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.
