



Business Management Administrator Job description



Reporting To	Headteacher/Business Manager		
Job purpose	<ul style="list-style-type: none"> • Lead, operate and maintain an efficient and effective administration service for all stakeholders. • Manage pupil admissions • Assist the School Business Manager and provide cover during absence. • Provide an efficient and welcoming reception service for the school, acting as a point of contact for parents, pupils, staff and visitors • Provide welfare to pupils 		
Internal Liaison with	Pupils, staff, governors, PTA and visitors	External Liaison with	External agencies
Supervision Of	N/A		
Key Responsibilities	<p><u>Meet and Greet (All administration team)</u></p> <ul style="list-style-type: none"> • Receive and deal with enquiries and messages, both over the telephone and in person, distributing as required, in conjunction with admin colleagues. • Greet visitors to the school, ensure they are directed as necessary and arrange refreshments or meals as necessary. • Ensure school security arrangements are always complied with, including the issue of visitors' badges • Monitor the administration email <p><u>Pupil administration and data</u></p> <ul style="list-style-type: none"> • Maintain the pupil MIS and produce the Pupil Census • Prepare DfE and LA pupil returns • Update the EY Portal each term <p><u>Pupil admissions</u></p> <ul style="list-style-type: none"> • Maintain a pre-admissions register • Manage the administration of Open Mornings and Taster Sessions • Supervise the publication of the pupil admissions induction pack and organise induction meetings and tours • Liaise with Pupil Planning and Admissions regarding the allocation of school places • Send out offer letters and maintain the admissions spreadsheets for Nursery and Reception. <p><u>General administration</u></p> <ul style="list-style-type: none"> • Maintain the Outlook calendar (or electronic equivalent) and the paper diary • Maintain the school website with up to date information • Maintain both computer and manual filing systems • Liaise with PTA and circulate/upload information to website as required • Be responsible for organising music tuition, liaising with Hertfordshire Music Service and external tutors, producing the lesson timetable and organising music concerts • Manage the milk offer to pupils 		

- Organise and manage parents evenings
- Manage and maintain a list of school policies so that policies are updated as and when necessary
- Be responsible for updating and issuing pupil reports
- Respond to staff requests for labels, class lists etc
- Monitor the administration email
- Keep noticeboards current
- Manage Talking Groups
- Be the first point of contact for GDPR
- Replenish stocks of forms, brochures and leaflets and ensure they are available on request
- Undertake general typing of letters and photocopying as requested by staff
- Publishing of fortnightly newsletter to parents and on website
- Management and maintenance of school website
- Marketing of Summercroft

Administration of First Aid and Medication

- Be responsible for operating the processes and procedures relating to the administration of medication
- Maintain the Pupil Medical Register and Medication folder
- Administer first aid and prescribed medication to pupils as required, in keeping with the school's policy.
- Ensure asthma inhalers and epipens are always in date and checked at the end of each half term.
- Return all medication to parents at the end of each term.
- Liaise with parents regarding pupils' sickness/injury.
- Ensure first aid stocks for the office and classrooms are maintained at an appropriate level and restocked at the end of each half term
- Keep parents informed of any health issues in school via general notice letters and fact sheets.
- Liaise with the School Nurse regarding general health checks carried out in school as well as any particular concerns.
- Liaise with SENDco to meet with parents to draw up Health Care Plans as appropriate.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade