

Administrator

JOB SPECIFICATION

CRITERIA	QUALITIES
Duties and Responsibilities	<p>Organising and managing all the administration duties in the school.</p> <p>Work closely with the Senior Leadership Team on the day to day management of the school.</p>
Office administration	<p>Carrying out administrative and secretarial tasks</p> <p>Dealing professionally with face-to-face, email and telephone interactions</p> <p>Working and collaborating within a team</p> <p>Responsibility for the daily running of the school office, ensuring systems and equipment support the efficiency of the school, e.g. photocopiers, filing systems etc</p>
Communications	<p>Communicating and liaising clearly and efficiently with the Headteacher, governors, parents, staff, children and visitors to school, which include outside agencies</p> <p>Responsible for updating and maintaining communication areas of the school website</p> <p>Establishing positive relationships with key members of the local community ensuring the school's excellent reputation</p> <p>Minute taking for meetings as agreed with the Headteacher</p> <p>Complete appropriate administrative tasks for the Headteacher as required</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p>
Admissions	<p>Liaise with Buckinghamshire Council in order to administrate all school admissions and leavers</p> <p>Publicise and promote open days for prospective parents</p> <p>Liaise with parents to arrange school tours</p> <p>Liaise with Senior Leadership Team regarding pupil numbers</p> <p>Support parents through the secondary schools admissions process</p>
Attendance	<p>To work alongside staff to promote excellent attendance, and work with children and families to reduce levels of absence</p> <p>To ensure all attendance registers are completed accurately</p> <p>To follow school policy of "first day contact" in response to absence</p> <p>To ensure all unexplained absences are accounted for, morning and afternoon</p> <p>To communicate promptly with parents to address and resolve lateness</p>
Personnel and Safeguarding	<p>Ensuring all HR and safer requirements are undertaken for staff recruitment and appropriate induction takes place for new staff</p> <p>Composing all necessary letters, documents and correspondence</p> <p>Work with the Finance Officer, to ensure personnel files are correct and up to date</p> <p>Responsibility for ensuring safeguarding is implemented with particular regard to DBS checks and maintaining the Single Central Record.</p>

	<p>To support the school's commitment to safeguarding children and promoting their welfare</p> <p>To provide First Aid and liaise with parents accordingly; to administer medicines when appropriate</p>
Information Management	<p>MIS System (Arbor): Responsible for inputs of all staff and pupil records, School and Workforce Census, relevant assessment data, migration and transfer Files</p> <p>Emergency contact to all stakeholders in the event of an emergency or school closure</p> <p>GDPR compliance</p> <p>Submitting data as required to the LA and DFE</p>
General	<p>To complete all training when required</p> <p>Compliance with all school and Trust policies, safeguarding procedures, health and safety, confidentiality and data protection requirements</p> <p>To contribute to the overall ethos, aims and values of the school and the Trust</p>

The above is a list of key responsibilities but is not an exhaustive list. Duties may vary under the direction of the Headteacher.