



JOB DESCRIPTION

SCHOOL: Loughborough CE Primary School

JOB TITLE: School Administrator

RESPONSIBLE TO: Head Teacher

GRADE: 5

CORE PURPOSE: To Provide confidential and effective administrative support withing the school office function, including the provision of courteous reception service.

KEY DUTIES & RESPONSIBILITIES

GENERAL

- To ensure that the office is a welcoming venue for all parents, visitors and others who come to the school.
- To respond in a professional manner to all callers and visitors, following safeguarding procedures, arranging appointments and providing hospitality as necessary.
- Use own initiative to complete tasks working in close partnership with the Senior Administrator/Head Teacher.
- Produce typed documents from drafts and from scratch, planning layout and applying correct punctuation, as requested.
- Produce school communication in collaboration with the Head teacher and publish as needed and ensuring the sharing of 'good news' through identified sources of media.
- Ensure a wide variety of opportunities to promote the school are in place.
- To be responsible for adding/removing/editing pupils on the school MIS systems with all relevant information including entitlement to free school meals and including the transmission and downloading of CTF files.
- To assist teachers with booking venues and transport for trips and maintain associated records.
- Liaise with outside agencies, pass on messages and update the school diary.
- Assist the Headteacher in arranging cover for absent staff liaising with supply staff and external agencies.
- Assist with completion of assessment results and ensure relevant returns are submitted to the LA/Trust.
- Assist with managing school uniform with external providers.
- To ensure that the day to day running of the school office is effective and efficient ensuring all stakeholders needs are met.
- Ensure that all statutory census returns are completed in a timely manner.
- To administer all aspects of administration in relation to pupils to include FSM eligibility checking, new starters, holiday voucher scheme
- Ensure a customer focused approach is maintained in schools
- Utilise MIS systems to enable a SMART approach to all areas of administration.
- Assist the Headteacher to ensure that all key stakeholders understand their responsibilities with regard to using MIS system.
- Administer the school email account and communication that is sent out to parents.
- Assist school fire marshal during fire alarm evacuations.

FINANCE

- Request new suppliers/debtors using central finance forms
- Submit school level purchase requests using central finance order forms
- Submit staff expense claims for authorisation
- Submit finance admin related to sales debtor and parental income



HUMAN RESOURCES

- Support with the population and maintenance of the SCR in line with Trust standards and legal requirement.
- Support with the coordination and delivery of the whole recruitment process, including placement of adverts on the relevant mediums.
- Support with the preparation of offer of employment.
- Complete pre-employment checks ensuring all checks are conducted prior to a new starter start date
- Ensure that recruitment and pre-employment paperwork is stored logically in line with the agreed Trust format and relevant policies
- To support other HR administration processes as required.

OPERATIONS

- Assist with the maintenance of a register of accidents and first aid stock. Inform Headteacher in event of RIDDOR event.
- Ensure that appropriate checks have been carried out on local contractors and due diligence processes have been undertaken.
- Assist with ensuring that all relevant health and safety training is undertaken and kept up to date.
- Be responsible for ensuring that the attendance of pupils is recorded in a timely manner and first day contact is made with parents in accordance with the school attendance policy. Ensuring that any concerns are raised at the earliest opportunity with the Headteacher/DSL.
- Work with the Headteacher to implement attendance strategies highlighting any emerging issues with relevant personnel.
- Lead on the administration of admissions ensuring a smooth induction into school for the child and the family. Maintain accurate and up to date records of all pupils on roll/waiting lists for places at the school. Liaise with the Local Authority and manage the system for registration of new pupils with the necessary paperwork.
- Locally manage issues within the context of general day to day running of the school.
- Maintain school website as directed by Senior Admin/Head Teacher
- To prepare the data ready for the pupil and workforce census returns.

GENERIC REQUIREMENTS

- Ensure the values Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
- Be prepared to work 'across piece', being flexible and interested in other areas;
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required;
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.



PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
EDUCATION & TRAINING	GCSE C/4 or above in English and Maths or equivalent	E
EXPERIENCE & SKILLS	Ability to prioritise quickly	E
	Experience of using information management systems and finance software.	E
	Exceptional IT skills using a variety of systems including Microsoft Office, web-based systems	E
	A high level of verbal and written communication skills	E
	Experience of working in a school environment	D
PERSONAL ATTRIBUTES	Able to prioritise work to meet conflicting deadlines	E
	Willingness and ability to learn new systems and skills	E
	Proven ability to show integrity, reliability and work unsupervised to meet deadlines under pressure.	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E