

JOB DESCRIPTION – School administrator

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: Head Teacher and School Business Manager

Purpose of role:

- To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.
- To provide general administrative support to the School under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.

This role reports directly to the Business Manager Key Responsibilities – The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Business Manager, according to the school's needs.

Duties and Responsibilities

Reception

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- To accept and sign for deliveries as appropriate.

Clerical

- Ensure electronic registers have been completed and complete fire registers.
- To undertake administration duties arising from school meals provision.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- Maintain the sign in system.
- To process and send all holiday request forms
- To assist with the monitoring and maintenance of stock and order supplies as necessary, to include stationery supplies.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To undertake word processing as required.

- Updating and distributing communications which may include but is not limited to the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- To maintain club paperwork.
- To complete DBS and checks for new staff and volunteers.
- To gather references for new appointments.
- To complete and send statutory returns to Local Authority.
- To generate reports of a routine nature.
- To complete BROMCOM and target tracker updates.
- To assist the Headteacher and Business Manager in marketing the school.
- Maintaining the school diary.
- To produce reports from the Management Information System under the direction of the School Office and Business Manager
- To attend, participate and take notes at meetings as required.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Headteacher and Business Manager.

Admissions

- To monitor admissions applications and liaise with the local authority, Headteacher, parents and other schools where appropriate and in a timely manner
- Induction of new families; prospectus, tour of school and admissions.
- To complete appropriate documentation for Leavers and Joiners.

Finance

- To manage MCAS, the parents' app, by creating trips and clubs
- To inform parents regarding the method of ordering school uniform
- To keep all school notice boards up to date

Welfare

- First Aid coordinator
- To order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, NHS teams (e.g. Vision Testing) etc.
- To assist with the general welfare of pupils.

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 duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

Knowledge: Essential	Knowledge: Desirable
Previous experience of working in an office Environment including dealing with face to face interactions	Previous experience of working in a School Office
Good working knowledge of ICT systems including word processing, spreadsheets and presentation software.	Specific knowledge of School MIS systems
Understanding of Safeguarding	Knowledge Google software packages.
Understanding of Health and Safety	Experience of Social Media and websites
Understanding of Data Protection and confidentiality	First Aid trained
Understanding of Schools Ethos and Value and ability to support the school's Christian Ethos	
Skills:	
<p>Ability to relate well to children and adults, being sensitive to their individual needs.</p> <p>Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.</p> <p>Ability to communicate effectively in English, both written and verbally.</p> <p>Ability to work flexibly in support of the school.</p> <p>Ability to pay close attention to detail to ensure accuracy</p> <p>Resourcefulness, enthusiasm, patience, resilience and a sense of humour.</p> <p>Ability to work independently and with initiative.</p> <p>Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.</p>	