

# Leaffield C.E. Primary School – Job Description

Job Title: **School Administrator**  
Salary: £25,185 - £25,583 (pro rata) Grade 4  
Hours: 20 hours per week (9am – 1pm term time only)  
Contract Type: Permanent

## **Introduction**

The school Administrator is the first line of contact for the school, they should be professional, polite, welcoming and flexible. Under the direction of the Office Manager, the post holder is responsible for providing clerical and administrative support to the school.

## **Key responsibilities of the post**

- Reception duties, welcoming, signing in and announcing visitors to the school.
- Answering routine telephone, face to face and email enquiries or signposting to others as appropriate.
- Sending parent communications and reminders via email and text as per the school calendar.
- Providing routine clerical support e.g., photocopying, emailing, filing, phone calls, letters etc.
- Sorting and distributing mail.
- Monitoring stock levels and ordering supplies such as stationary, first aid and wraparound food.
- Monitor the weekly registers for wraparound and print out for the week ahead.
- Printing weekly class registers and managing daily registration system.
- Carrying out a lunchtime duty.
- Monitoring pupil absence messages and updating class teachers.
- Monitor school lunch bookings on Scopay and create daily reports for the school cook.
- Carrying out regular monitoring of payments on Scopay and providing termly debtor report to the Office Manager.
- Assist teachers with planning and organisation of school events, trips and workshops.
- Collating incoming new starter paperwork and maintaining the information pack.

## **Accountability**

The School Administrator is accountable to the Head Teacher who is the line manager.

## **Personal and Professional Conduct**

- Maintain high standards of ethics and behaviour, within and outside school.
- Any/ and all safeguarding concerns raised by parents or staff to go directly and immediately to the DSL (Headteacher) or DDSL.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Take part in schools appraisals process.
- Make a positive contribution to the wider life and ethos of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the schools' values and vision.
- Willingness to work as part of a team and show flexibility in tasks undertaken.

## **Safeguarding and Child Protection**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and/or ODST.

## **Health and Safety**

- Promote the safety and wellbeing of pupils.

- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good safe learning environment.
- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

#### **Wider responsibilities**

- Establish positive working relationships with colleagues.
- Participate in staff meetings and make effective contributions.
- Work with colleagues within the Burford Partnership of Schools and our Academy Trust, ODST.
- Keep abreast of current good practice through reading, professional development, evaluating materials, resources and ideas.

The nature of this role will require flexibility to meet urgent work needs as they arise. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.