

JOB DESCRIPTION

Post: School Administrator

Location: St Patrick's Catholic Primary School, Stafford

Grade: Grade 4 SCP 6 (£25,185 FTE)

Hours: 37 hours per week, Term Time, plus INSETS, plus 4 weeks

Purpose of the Role

To provide high-quality administrative, organisational and operational support to ensure the efficient day-to-day running of the school office. The School Administrator will be the first point of contact for parents, pupils, visitors and external agencies, promoting a welcoming and professional environment whilst supporting the Headteacher and wider staff team across administration, finance, attendance, admissions, HR and compliance.

Main Duties and Responsibilities

Reception and Customer Service

- Act as the first point of contact for parents, pupils, visitors and external agencies, providing a welcoming and professional reception service.
- Manage incoming telephone calls, emails and enquiries, responding appropriately or directing them to the relevant member of staff.
- Ensure visitors are signed in and safeguarding procedures are followed at all times.
- Maintain positive relationships with parents, carers and members of the wider community.
- Provide first aid and administer medication (training will be provided where necessary).
- Work with the Clerical Assistant to provide smooth, friendly, professional service to all stakeholders

School Administration

- Provide comprehensive administrative support to the Headteacher and staff.
- Produce letters, reports, newsletters, meeting documentation and other correspondence.
- Maintain accurate electronic and paper filing systems.
- Manage incoming and outgoing post.
- Order and maintain office supplies and resources.
- Coordinate school events, educational visits and transport arrangements.

- Maintain pupil records on the school's Management Information System (MIS), Arbor, ensuring all data is accurate and up to date.
- Produce reports and management information as required.

Attendance and Admissions

- Support the Clerical Assistant with monitoring daily attendance and follow attendance procedures in line with school policy.
- Liaise with parents regarding pupil absence and maintain accurate attendance records.
- Run the admissions process, including processing applications and maintaining waiting lists where appropriate.
- Provide administrative support for admissions appeals and meetings.

Finance

- Process resource orders, invoices and card payments with the Central Finance Team.
- Confirm deliveries and invoices on the school's finance management system.
- Process income received by the school, including trips, clubs and lettings.
- Administer ParentPay payment items (e.g., non-uniform days, trips, events).
- Maintain accurate financial records in accordance with Trust procedures.
- Liaise with suppliers and contractors regarding orders and service provision.

Human Resources and Safer Recruitment

- Support recruitment processes, including arranging interviews and preparing recruitment documentation.
- Coordinate pre-employment checks, including DBS, references, right to work and occupational health clearances.
- Maintain the Single Central Record to ensure full compliance with statutory requirements on EPM.
- Record staff absences on Arbor, send overtime forms to Central HR and organise training for staff when needed.
- Ensure staff files are up to date, following the staff file checklists to ensure all required forms are contained.
- Arrange professional development bookings as per the Principal's direction and maintain staff training records.
- Liaise with the Trust's HR provider, Insight HR where appropriate, e.g., online searches

Data Management and Compliance

- Ensure the school's MIS is accurate and maintained.
- Complete statutory data returns, including the School Census.
- Support the administration of statutory assessments where required.
- Maintain records in accordance with GDPR and data protection legislation.
- Ensure statutory information published on the school website remains current and compliant.

Governance

- Provide administrative support to the Local Governing Body.
- Prepare agendas, distribute papers and take accurate minutes.
- Maintain governor records, declarations of interest and DBS records.
- Support compliance with governance requirements and maintain statutory documentation.

Health, Safety and Premises

- Support the Headteacher in ensuring compliance with Health and Safety requirements.
- Liaise with site staff, contractors and service providers as required.
- Report maintenance issues and monitor completion of works.
- Assist with the administration of school lettings where applicable (e.g., Wraparound).

Marketing and Communication

- Assist in maintaining the school's website and social media platforms.
- Support communication with parents through newsletters, email and digital platforms.
- Promote the school positively within the local community.

General Responsibilities

- Work collaboratively with colleagues across the school and Trust.
- Maintain confidentiality at all times.
- Participate in relevant training and professional development.
- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Support and promote the Catholic ethos and values of St Patrick's Catholic Primary School.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Headteacher.

Safeguarding

The postholder is responsible for safeguarding and promoting the welfare of children and young people and must adhere to all safeguarding policies and procedures. All staff are expected to contribute to creating a safe, inclusive and supportive environment for all pupils.

Professional Standards

The postholder will:

- Act at all times in accordance with the Trust's values, policies and procedures.
- Promote equality, diversity and inclusion.
- Maintain the highest standards of professionalism, confidentiality and integrity.
- Work flexibly to meet the changing needs of the school.

This job description is not exhaustive and may be amended following consultation to reflect the changing needs of the school and Trust.