



<b>Job title:</b>	<b>School Administrator - Primary</b>
<b>Responsible to:</b>	Trust Administration Manager
<b>Location:</b>	Based at the MILL Academy primary schools (Queen Emmas Primary and Finstock Church of England Primary) or The Henry Box School as required by the Academy Administration Manager
<b>Salary:</b>	Grade 6 Based on term time only and two weeks in the holidays
<b>Working Pattern:</b>	Part time 25-30 hours Monday, Tuesday, Wednesday and Friday 8am to 4pm with half-a-hour unpaid lunch break Term time only
<b>Disclosure level:</b>	Enhanced
<b>Job Purpose:</b>	To work in conjunction with all school staff and collaboratively with The MILL Academy Central Team. Support the efficient day-to-day operation of the primary schools and provide high quality administrative and front of house support. To ensure professional and effective communications with staff, families and external agencies and contacts.

### **Key Tasks**

#### **General Responsibilities**

- To support the vision, ethos and policies of the school and The MILL Academy Trust and promote high levels of achievement and expectation.
- Maintain a high standard of professionalism when dealing with Staff, Pupils, Parents, Carers and external contacts.

- Under the guidance of The MILL Academy Administration Manager produce timely and sustainable proposals to ensure that the school makes the best possible use of resources through effective planning.
- Working within The MILL Academy Central Team, ensure an efficient and collaborative approach to the administrative processes. This is to include all matters within the school which are supportive to, but do not involve, the teaching function.
- Maintain a working knowledge and adherence to The MILL Academy policies, systems and procedures.
- Provide administrative support to the primary school Headteacher and other academy staff as directed by The MILL Academy Administration Manager.
- Act as a point of contact, alongside the School Admin Assistants - Primary for parents, carers, visitors and external contacts.
- Ensure that all visitors follow The MILL Academy Trust safeguarding procedures including health and safety policies and procedures, maintain records of details and visits.
- Be able to prioritise effectively and ensure that tasks are delivered in a prompt time frame.
- Provide cover for the reception based administrative assistances in the primary schools
- Provide the central HR team with assistance to maintain staff attendance records.
- Provide the central finance team with assistance buy ordering supplies, equipment and services for the primary schools.
- Provide the central finance team by monitoring and invoicing for additional services used by parents / carers.
- Maintain primary school staff training logs.
- Carry out other reasonable tasks as directed by The MILL Academy Administration Manager or the primary school Headteacher.

#### Student Administration:

- Overseeing the safe keeping of long-term medicines in school and maintain details of pupil allergies and health needs.
- Ensuring Person Emergency Evacuation Plans are issued for pupils that require them.
- Administration of in year school admissions, working with Oxfordshire County Council and new families.
- To Maintain accurate pupil records using The MILL Academy Trust approved Management Information System.
- Support attendance and data returns as required by The MILL Academy Trust and statutory requirements.
- Prepare routine reports and documentation as required by the MILL Academy Trust leadership.
- Administration of the school annual transition and admission processes, working with other schools, our internal transition team, nurseries and families.

### School Administration:

- In conjunction with the Academy ICT Team, ensure the school's general management of the school's administrative systems.
- Organisation and running of school events both internal and external.
- To ensure the smooth running of the administration areas including reception, reprographics and telephones by obtaining quotes and ordering supplies as required.
- Monitor the school office email address and disseminate information effectively.
- Ensure the administration task for events, meetings, educational visits and after school clubs and carried out.
- To oversee coach travel for school trips and liaise with the Compliance Officer and teaching staff regarding school trips.
- Working with School Leaders on whole school diary management.
- Liaise with the primary school Headteacher regarding the regular production of the school newsletter and letters sent home to parents.
- Arrangements for visits by school nurse and immunisation team.
- Recording issues on the helpdesk system.
- Direct complaints enquiries to the appropriate procedure / policy.
- Monitor school office and Headteacher email accounts throughout the year and distribute relevant emails to appropriate members of staff.

### Additional Responsibilities:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with The MILL Academy Administration Manager or primary Headteacher.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- Maintain confidentiality and ensure that duties are undertaken with due regard to, and compliant with Data Protection and Equality Acts.
- To carry out duties and responsibilities in accordance with the school and academy's health and safety policy and relevant health and safety legislation.
- Demonstrate consistently high standards of personal and professional conduct, showing tolerance and respect of the rights of others whether other staff, pupils or parents; observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.

## Person Specification

Qualifications and Training	Essential	Desirable
5+ GCSE (or equivalent) at grade A-C, Including Maths and English	✓	
First Aid Qualification or training, or willingness to become first aid trained	✓	
Experience		
Experience of working in education		✓
Knowledge of school-based systems such as SIMS, Iris Financials, Arbor		✓
Working knowledge of health and safety and the implications for schools		✓
Good ICT skills and ability to use relevant technology e.g. MS Office, photocopier, printers, data management	✓	
Personal Skills		
Always Work with discretion and confidentiality when handling staff and pupil data	✓	
Excellent communication skills both written and verbal	✓	
Excellent organisational skills	✓	
Be forward thinking and creative	✓	
Ability to prioritise workload work and under pressure while maintaining a positive, professional attitude	✓	
The ability to ensure that deadlines are met	✓	
Have high expectations of yourself	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
The ability to relate well to children and adults	✓	
Committed to professional development and training	✓	