



Post: School Administrator

Location: St Joseph's Catholic Primary School, Hednesford

Grade: 4 Spinal point 5-6 £25,583 - £25,989 FTE with Actual Salary £23,350.44 pro rata

Hours: 37 hours per week, term-time + Inset days + an additional 2 weeks during holiday periods

Statement of Purpose

To work under the direction and guidance of senior staff to provide general clerical, administrative and financial support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist in arrangements for school trips and events etc.

Support to the Organisation

Administration:

- Line management of Clerical Assistant
- Provide routine administrative support e.g., photocopying, filing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g., pupil data.
- Undertake more complex typing, word-processing and other IT based tasks e.g., assisting in the preparation of minutes, reports and circulars.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake routine administrative procedures e.g., transport arrangements, catering arrangements, interview arrangements.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.
- Operate relevant equipment/computer applications (e.g., Word, Excel, databases, spreadsheets, Internet).

Financial Management and Regulatory Compliance:

- Maintain stock and supplies, cataloguing and distributing as required.
- Undertake routine financial administration e.g., using the financial accounting system (PS Financials) to process orders, invoices, receipt, recording and banking of monies due to the school and ParentPay transactions.
- Set up ParentPay for clubs, trips, sporting events etc. and process ParentPay transactions accordingly.
- Processing of supplier invoices, ensuring appropriate authorisation, ready for payment.
- As directed by the Principal liaise with suppliers and service providers, monitoring Service Level Agreements, acting on any areas where the school is not satisfied with the level of service provision. This includes catering and cleaning for the school.

**Facilities Management:**

- Basic first aid.
- To work under the direction of the Principal to ensure that the school is compliant in relation to health and safety legislation in relation to the site, catering and cleaning.

Human Resources:

- Using the Trust's HR shared areas, follow all MAC HR policies and procedures, liaising with the Central HR team as appropriate.
- Liaise with the Central HR team making use of specialist expertise in relation to HR issues.
- Staff training – to arrange course bookings, notifying staff and arranging cover.
- To maintain the single central record, ensuring it is up to date. In addition, to work with the MAC Central HR Consultant team on safer recruitment processes ensuring all new appointments, including pre-employment checks, DBS, Health and references are thoroughly checked.
- Staff absences – support the Principal to arrange planned cover as required and ensure relevant staff are notified of absences.

Admissions:

- To support the Local Governing Body and the Principal on admission-related matters.

Data and Records Management:

- To support the Principal and SLT
- in the administration of SATs papers.
- To ensure all pupil information logged onto Arbor MIS system is up to date and accurate, providing academic reports (if applicable) for the Principal or SLT/LG, as and when required.

PR and Communications:

- To liaise with the Trust's external Marketing agency as and when required to ensure full implementation of the school's Marketing Strategy. Support the Principal to ensure that the school is continually being promoted within the local community and other relevant groups.
- To contribute to the marketing and promoting of the school.

Governor Support:

- Effective administration of meetings – under the direction of the Principal prepare documentation required for meetings including the Agenda, Minutes of the previous meeting and reports. Follow up on any action points, notifying the relevant people of progress.
- Maintain up to date registers of governing body and committee members. Notifying Governing Body members of terms of office, expiry dates and organise elections/appointments as required.
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor. Ensure records of any business interests are reviewed and updated and lodged with the school.
- Maintain a record of signed minutes of meetings in school and records of all correspondence. Ensuring copies of statutory policies and other school documents approved by the Directors are kept in the school and published, as agreed, for example, on the website.
- Send new Governors induction materials and ensure they have access to appropriate documents, including the Code of Practice

Support Organisational Management:

- To provide effective support to colleagues, pupils and visitors, as and when required



Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.
- **Note 1:**
- The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.