

## Job Description: School Administrator

Responsible to:	Headteacher
Job Type:	Permanent
Grade:	6
Hours per week:	8.5
Working weeks:	39
Location	<sup>1</sup> John Blandy Primary School

### Context :

Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school.

### Organisation

- Maintain manual and computerised records/management information systems such as Bromcom, and school website
- Administration of FSM
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals/electronic diary
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.
- Contribute to the planning, development and organisation of all support service systems, procedures and policies. (Manage: school diary and appointments; letters and reports; filing and form filling)
- Support staff where appropriate, eg: First Aid Training
- Book training development courses for staff and organise supply cover, as required

### Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems e.g. Bromcom
- Produce lists/information/data/reports as required e.g. pupils' data, attendance, attainment data, pupil census
- Complete and submit complex forms and returns etc, including those to outside agencies. (e.g. DFE)
- Undertake processes regarding personal data and the upkeep of personal records, including centrally held DBS, Prohibition Order checks, the SCR and GDPR
- Undertake typing and word-processing and other IT based tasks
- Administration of new pupil admissions including welcome packs
- Undertake routine financial administration e.g. collect and record dinner, trip money

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Assist with the production of school newsletters
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures such as completing staff absence forms, recording of information on systems such as Bromcom, Every and Edupay
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Assist with recruitment process eg: advertising, taking up references in line with our safer recruitment procedures

## **Resources**

- Operate relevant equipment/ICT packages (e.g. MIS, word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

## **Responsibilities**

- 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 the Head Teacher or member of SLT in absence of the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall welcoming 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
- When necessary, support in the administration of compliance checks within the school
- Undertake duties as principle First Aid Officer and Fire Marshall
- Support with the management and administration of health and safety procedures, liaising with the Academy Central Team

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role*

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## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> General clerical/administrative work	E
<b>Qualifications &amp; Training</b> NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard/computer skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify your own training and development needs and cooperate with means to address these	D E E E E E E E

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