

Job Description



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

Post Title	School Administrator
School	St Andrew's Catholic Primary School
Salary Band/Range	B
Responsible to	Senior Administrator and Headteacher
Location	St Andrew's Catholic Primary School
DBS Check	Enhanced
Special Conditions	None

1. Job Purpose

The role of the School Administrator

- To act as a point of contact for staff, parents and pupils to support with the general day to day running of the school, ensuring safeguarding is at the forefront of every conversation and decision.
- Work as part of the office team to provide an outstanding and efficient welcoming reception service to staff, pupils, the general public and contractors
- Provide support to the Headteacher and the Office Manager in all aspects of administrative and secretarial duties.
- A professional, happy and caring environment from which to promote a positive school image and demonstrating the school ethos.
- Provide an efficient and friendly service for all stakeholders including school community, parish and wider community
- Able to organise and prioritise own workload ensuring that all deadlines are met.
- Ability to work under pressure in a calm and disciplined manner.
- Required to support the office as and when required and start earlier or work later as deemed appropriate to ensure the work is completed on time.
- You will be required to follow the instructions of the Headteacher and Office Manager and be able to work under own initiative.

It is expected that you will provide administrative and financial support that is commensurate to the role being undertaken.

2. Key Responsibilities

2.1

Main Duties

Administration

- Provision of administrative and secretarial support to the Senior Administrator and Headteacher.

- Use Microsoft Office to design and produce school documentation including WORD, EXCEL, PUBLISHER and POWERPOINT.
- Resolve problems as they arise.
- Keeping accurate records both in paper form and electronically following consistent systems for ease of retrieval.
- Ensure all confidential information i.e. parent letters and contact forms etc. are filed away safely before the end of the day.
- Administration of Reports for Pupils when required.
- Preparation and Production of weekly Newsletters to Parents, Governors and local parish community.
- To support the office and carry out duties in the absence of colleagues, to ensure the effective running of the school office on a day to day and week to week basis.
- Continue to develop own skills by attending training courses as deemed necessary. Arrange staff CPD/Courses when requested.
- Attendance related duties, including liaising with the school's Education Welfare Officer where necessary and where delegated by Office Manager
i.e. First day calling.
- Maintain manual and computerised records/management information systems.

Use of Technology

- To keep up to date with latest technologies and systems to ensure the most efficient and effective use of time and resources. ICT Packages include: -
- Microsoft Office/excel/outlook for emails
- ParentPay
- School Website incl. familiarisation of the OLAAS MAC website for review purposes.
- School social media accounts
- Bromcom (Pupil Management System)
- Canva
- Local Authority website portals linked to Admissions

Visitors to school/Reception

- Provide an efficient and warm welcome to all visitors to the school.
- When dealing with all visitors the School Administrator must ensure all appropriate safeguarding checks are carried out in accordance with KCSIE 2025 – Keeping Children Safe in Education and relevant school policies.
- This includes Local Authority Professionals, Contractors, staffing from other schools and members of the OLAAS MAC.
- Day to day administration of the Inventory Visitor Management System. Keeping Visitor leaflets and visitor lanyards readily available.
- Ensure reception and office areas are well maintained, looking professional at all times.
- Ensure high quality provision of the reception service to all enquiries

- by email, phone, text and in person.
- Resolving problems as they arise in a professional and courteous manner.
- Provision of hospitality and meeting room preparation to school visitors.

Communication

- To develop timely and appropriate communication in line with the school calendar and events through using letters, emails, twitter, texting system etc.
- Liaise with parents, pupils and external agencies demonstrating confidentiality at all times and in a professional and courteous manner.
- Make contact with family members and parents linked to the well-being of children linked to attendance and safeguarding children.
- To ensure the school office email account is reviewed and circulated as appropriate.
- Photocopier and scanning facilities to send/produce school documents.
- Update the school website and twitter weekly and more often if required.

Diary Management

- To assist the Senior Administrator with the organisation and admin related to school events for example school photographs, school nurse visits, flu vaccinations, dental etc.
- To assist the Senior Administrator with the organisation and administration of school visits and trips including letters, Parentpay and monitoring payments.
- Keeping up to date information linked to Liturgical Events in School
- Keeping the school newsletter and website up to date with appropriate diary dates incl. INSET days/termly activities/parent workshops/sports days etc.
- Updating the school calendar with staff training dates.

2.2 People

- The post holder will be required to work with:
- Headteacher
 - Senior Leadership team
 - Teachers and Teaching and Learning Support Assistants and all support staff.
 - Outside agencies including Education Welfare Officer
 - Site Manager – provides a safe and well-cared for school environment.
 - Pupils – key element within school and ‘driver’ for continual improvement
 - Parents and carers – influential school community members.
 - Governors – voluntary body responsible for the school, providing support and guidance.
 - Club leaders – individuals providing extra-curricular activity for the pupils after school hours.
 - Students and volunteers – undertaking SCR compliance.
 - Visitors – suppliers including photocopying services, tradesmen, sales representatives

	<ul style="list-style-type: none"> • School community, parish and wider community
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	<ul style="list-style-type: none"> • Organise appropriate ParentPay documentation i.e. bar-coded letters for meals, trips, uniforms and other school activities as required. • Record attendance and income owed for services delivered by school, i.e. wrap around club and extended nursery sessions. • Liaise with Office Manager to ensure a zero-debt approach is communicated where necessary. • Receipt of deliveries, checking paperwork and distribution to appropriate places. • Support with stock, supplies and ordering as required. <p>You may also be asked to undertake other duties which could include the following:</p> <ul style="list-style-type: none"> • Support the Office Manager with transporting monies to the Post Office/Bank as required. • Collection, counting and recording of all school monies including charity days, productions, staffing matters etc. • Liaise with Office Manager in relation to Signing In/Out of monies. • Any other financial tasks as required.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
2.6	Health & Safety
	The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	<p>The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p> <p>All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.</p>
3.	Other Conditions
3.1	Mobility

	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
3.7	Safeguarding
	<p>Our Lady and All Saints Catholic Multi Academy (The MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or comes into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out.</p> <p>Carry out Annual Safeguarding training</p> <ul style="list-style-type: none"> • Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults they are responsible for, or comes into contact with • Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system. • Ensure compliance to Safeguarding Policies and Procedures within the MAC
Compiled/Reviewed by:	
Date:	

