



Job Description

Job Profile

Title: Administrator
School: Pembridge CofE Primary School
Responsible To: Headteacher
Working Hours: Term Time Only, plus 5 days
Salary: Grade 6, SCP 8-11

The school and Trust are committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

Job Purpose

We are seeking a friendly, motivated, well-organised individual to manage our school office. Under the guidance of the Headteacher and SLT, the successful candidate will be responsible for undertaking administrative, financial, and organisational processes within the school, and assist with the planning and development of support services, as well as serving as the first point of contact for parents/carers, visitors, and stakeholders.

Key Duties & Responsibilities

Secretarial and Administrative

- To receive all visitors, callers, and enquiries courteously and efficiently.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages, when required, in a timely manner.
- Receive all incoming calls/emails to the school, responding to, rerouting, and taking messages.
- To monitor entry systems for the main gate and reception area.
- Communicate and contact parents using email and telephone.
- To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- To prepare letters and carry out mailing of information. To word process, provide proof reading and formatting of letters, reports, and other documents for both internal and external circulation.
- To access and manage the Outlook appointment diaries of the Headteacher, arranging and managing appointments.
- To be responsible for the provisions and providing refreshments as appropriate to visitors.
- To support the organisation of school events and school trips.
- Keep the school office and meeting rooms tidy and presentable, taking pride in your working areas and ensuring the ethos of the school remains throughout.
- To oversee the administration of admissions.
- To carry out clerical duties including photocopying, filing, and monitoring.
- Undertake financial administration, e.g. process orders/invoices.
- To take notes at meetings as required.



Pupil Welfare

- To maintain accurate computerised databases, creating and updating records.
- Access database to input, retrieve, and interpret information on pupils and staff, including producing reports and statistics.
- To protect all data and private information with dignity and strict confidentiality.
- To maintain a log of all correspondence sent out to pupils/parents/carers.
- To support the SENDCo in ensuring that all school admissions and transfers are correctly documented and compliant with the Code of Practice.
- Support the SENDCo and arrange meeting schedule for Annual Reviews, including all communications with parents, Local Authorities, and other agencies, word processing of reports, dealing with all related correspondence and associated arrangements.
- Ensure that all related reports/documents prior to, and following Annual Reviews, are compliant with the Code of Practice.
- To demonstrate a commitment to the safeguarding of children and vulnerable adults, undertaking mandatory training within the school with particular reference to safeguarding.
- Provide information and assistance on a wide variety of school matters to parents/carers, pupils, staff, the Trust, LA, and other schools.
- To lead, manage, and support with on and off rolling students, ensuring accurate records are kept.

Resources

- To monitor and manage stock within an agreed budget.
- Provide advice and guidance to staff, pupils, and others.
- Assist with the marketing and promotion of the school.
- Manage administration of facilities, including use of school premises.
- Undertake financial administration procedures as directed and supported by the Trust's Finance Team.
- Provide administrative support to the Trust's HR/payroll function by maintaining staffing data as well as submitting documentation and information ahead of payroll deadlines for the Trust's Central Team to process.
- Assist the Headteacher and Trust's Central team with the planning, monitoring, and evaluation of the budget, and manage expenditure within an agreed budget.

Additional Responsibilities

- To promote Equality & Diversity in all contacts.
- To carry out all duties in accordance with the Trust and school policies.
- To assist with first aid (training will be provided where required).
- To support and ensure the school and the Trust's commitment to equal opportunities.
- Work collaboratively with others to develop effective professional relationships.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- To promote the school ethos in which the highest achievements are expected from all members of our community.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with safeguarding responsibilities as outlined in the Staff Code of Conduct and related policies and procedures.
- Be aware of and comply with data protection responsibilities as outlined in the Staff Code of Conduct and related policies and procedures.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The role holder may be required to carry out other duties appropriate to the level of the role, as directed by the Headteacher.



Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands, and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.



Person Specification

Qualifications and Experience	Essential	Desirable
5 GCSEs or equivalent, including English and Maths	✓	
NVQ Level 3 in administration or equivalent, or willingness to undertake	✓	
2-3 years' experience of clerical/administrative work	✓	
First Aid qualification		✓
Experience of working in an educational setting or other relevant environment		✓
Experience of Management Information Systems (MIS)		✓
Skills and Knowledge		
Strong working knowledge of Office 365	✓	
Ability to take notes	✓	
Excellent numeracy and literacy skills	✓	
Excellent ICT skills	✓	
Sufficiently fluent in spoken English to ensure effective performance in the role	✓	
Good communication skills	✓	
Safeguarding and Promoting the Welfare of Students		
Comply with the requirements of a Safer Recruitment procedure including an Enhanced DBS check	✓	
Safeguarding in an education setting		✓
Personal Qualities		
Willingness to participate in training and development opportunities	✓	
Ability to relate well to children and adults	✓	
Ability to maintain confidentiality	✓	