

## **Permanent School Administrator: Job Description**

Salary Grade: BS6 (£20,444 - £20,852)

Hours: 20 hours per week (term-time)

Responsible to the Headteacher

This job description may be amended at any appropriate time, following consultation between the Headteacher and administrator and will be reviewed annually.

### **General Duties and responsibilities**

The administrator will organise, resource and provide information and business administration to support the work of the Headteacher in the following areas:

#### **Administration**

- Act as personal assistant to the Headteacher to enable them to use their time in the most effective way.
- To be responsible for secretarial and office administration duties, including organisation of the school reception area.
- Maintain the school's Single Central Record (SCR)
- Processing of daily correspondence.
- To send out weekly communication with parents eg Newsletters; Head's Messages via email, text and/or letter.
- Input and update pupil data and generate associated reports using the school's management information system, Scholarpack.
- Manage staff, governor and pupil personal data on Microsoft Office 365, including generating Office 365 TEAMS accounts for staff, governors and pupils as necessary.
- Processing and completion of returns and time-sheets for all staff.
- Collation of electronically generated data as required by the Local Authority or Department for Education ie Using the Local Authority Portal
- Monitoring the Local Authority Portal
- Maintain school admissions and lettings records
- Promoting a good image of the school through the organisation of the reception facilities and other administrative services.
- Arranging insurances and service level agreements working alongside the school's finance administrator
- Book staff training and maintain record on Scholarpack
- Deal with complex reception/visitor matters and provide Health and Safety information as appropriate.
- Carry out/ manage external contractors with regard to statutory health and safety procedures and monitoring eg Fire Safety, CCTV, Lighting checks, etc
- Use all aspects of Office 365 within daily working practice
- Monitor and manage stock, cataloguing resources and undertaking audits as required.
- Assist with marketing and promotion of the school
- Assist with procurement ie reviewing contracts and best value with the Headteacher and Finance Administrator
- Attend and minute SEN meetings as required

- Manage all aspects of ParentPay eg School Meals, School Trips, etc
- Manage and maintain staff training needs and records
- Liaise and work with, as necessary, the school's GDPR advisors

### **Buildings and Premises**

- Assist the Headteacher in the day-to-day management of the school buildings and grounds.
- To liaise with the cleaning and grounds maintenance contract personnel as necessary.
- To arrange for minor repairs and maintenance on a daily basis and to monitor the work carried out.
- To advise relevant persons of the school's Health and Safety procedures

### **General**

- Maintain and update the school website
- Assist with the development of policies and procedures in relation to child protection, health, safety and security, confidentiality, equal opportunities and data protection and use appropriate procedures to ensure their compliance.
- Promote and demonstrate the Christian ethos of the school
- Establish and maintain constructive relationships and communication with other agencies/professionals
- Participate in training and other learning activities to enhance performance as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Flexibility Clause**

- Other duties and responsibilities express and implied which arise from the nature and character of the post within the school.

### **Variation Clause**

- This is a description of the job as it is constituted on the date shown. It is the practice of the school to periodically examine the requirements of the job and update job descriptions to ensure that they accurately reflect the job performed and to incorporate any changes. This procedure will be conducted by the Headteacher with the post holder. If any changes to the job description are necessary, the Headteacher and post holder will enter into the required consultation. In the unlikely event that agreement is not achieved the Headteacher has the right, based on a sound business need, to make the necessary changes.

Please contact the Headteacher or Finance Officer if you wish to discuss any aspect or detail of the job description.

We are more than happy to support you and your application in any way that we can.