**Westlea Primary School**

**Job Description**

 **Part - time School Administrator**

**Job Purpose**

Responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office.

**Responsibilities**

* Responsible for providing general clerical support including photocopying, typing, word processing, sorting, distribution and despatch of school mail etc.
* Undertake Reception duties and be the first point of contact for visitors and parents/carers – answering queries, resolving problems and making decisions where appropriate.
* Produce and respond to correspondence
* Provide information relating to attendance of pupils and staff upon request by other members of staff.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date. Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools.
* Assist in the preparation and collation of school reports to ensure these are delivered to Pupils on time and in professional manner.
* Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, school brochures etc.
* Assist in the maintenance of stock registers for the school and arrange annual stock checks.
* Responsible for the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence as necessary.
* Inform parents/carers of pupils reported ill whilst on school premises.
* Liaise with other staff, pupils, parents/carers and external agencies.
* Responsible for the efficient management of money coming into school in relation to school visits etc. and to facilitate the banking of monies received.
* Financial administration including placing orders and payment of invoices.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Provide support, advice and guidance on administrative issues to staff, governing body and others.
* Provide assistance to the Head Teacher with arrangements for staff appointments.
* Arrange supply cover for absent staff as and when required.
* Assist in providing pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents are fully informed of incidents and accidents.
* Maintain accident records as required.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction