**St John’s Chapel Primary School**

**Job Description**

Post Title: Administrator – Grade 3

Responsible to: Headteacher

* To provide administrative and secretarial support to the Headteacher, including typing/word processing, making and receiving telephone calls/emails/post, making diary appointments, arranging hospitality and distributing post.
* Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school in a warm and sensitive way ensuring that H&S and safeguarding procedures are followed, including signing in/out procedures
* Operate SIMS and FMS systems
* Responsible for monitoring the weekly/monthly expenditure by accessing and printing off Reconciliation Sheets received via the AVCO system, query and reconcile items in Suspense, print Financial Reports downloaded from the Oracle System for the Headteacher and Governing Body.
* Carry out Year End Procedures in FMS i.e. ‘Preliminary Close-down of financial records and end of year adjustments.
* Responsible for ensuring all monies collected are banked in accordance with the Authority’s procedures and processes.
* Responsible for ensuring the correct allocation to cost centre of all expenditure and income and the subsequent reporting to the Headteacher or budget holders ensuring they are aware of any over or under spend, projected or actual.
* Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school’s computerised accounting systems (SIMS and data management system).
* Manage the Petty Cash account and allocate Petty Cash monies (in cash and cheque) as authorised by the Headteacher in accordance with the Authority’s procedures.
* Responsible for undertaking regular reconciliation and balancing of the Private School Fund with bank statements and for the production of an annual balance statement for external auditing purposes.
* Responsible for producing a Consistent Financial Report from the School Fund Accounts as required for the Schools Financial Value Standard.
* Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring the settlement of accounts.
* Responsible for the counting, receipt (excluding School Meals) and banking of all E6 monies in accordance with the Authorities processes and procedures.
* To hold a procurement card for school use and complete and return the relevant documentation.
* Prepare and complete documentation and returns in relation to admissions and update pupil records in SIMS. Upload and download Common Transfer Files (CTF) using the secure DFE S2S site, when pupils transfer to or from other schools. Prepare attendance data for reports and returns.
* Responsible for termly pupil Census, and annual school workforce census.
* Assist in the production of the school brochure, staff handbook and school newsletters.
* Liaising with parents/carers via the text messaging website and the administration of the site.
* Liaise with organisations such as the Friends of the School, School Uniform Supplier, Photographer,
* Excursion arrangements: organise transport, receive and bank money and pay subsequent invoices.
* Ordering and supply of school uniform, monitor and maintain stock. Monitor and update online ordering system as used by parents as well as the online payment account.
* Assist in the organisation of school medicals and dental inspections.
* Responsible for checking pupil attendance as entered on SIMS daily and following up late attendance and absences.
* Responsible for submitting of monthly timesheets for staff and supply teachers.
* Responsible for the Personnel data base ensuring it is up to date at all times.
* Responsible for the input of staff absences/leave of absence using the secure staff absence programme in ‘My View’ as well as ensuring the completion of the relevant forms to be kept on file or sent to L A.
* Liaising with the Headteacher and the L A with regard to the preparation of contracts and ensuring DBS documents are completed, checked and the correct up to date information retained by the school.
* Liaise with key staff for the general day to day running of the school including ensuring security of the building and grounds, cover by Caretaker, Data Protection Act, Health and Safety, maintaining any required licences to ensure the school complies with current legislation and LA processes and procedures.
* Maintain the Electronic Stock Register in FMS, produce reports to present to the Governing Body.
* Monitor eligibility for free school meals by checking whether parents are in receipt of the necessary allowances. Submit to the School Meals Section for checking. (The school is solely responsible for this and it has an impact on the budget).
* Make daily links to LA using the secure AVCO system to receive and send files.
* Check the secure email account daily; and news and information on the Durham Extranet site.
* Complete documentation on Synergy module for governor-led preschool, including termly headcounts, issuing invoices and receipts for payments, producing estimates of projected incomes.
* Filing of correspondence and records. Dealing with records management and storage.
* To attend any training courses relevant to the post, ensuring continuing personal and professional development.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* If required, provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff 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.

School Administrator: Date:

Headteacher: Date: