**BURNSIDE PRIMARY SCHOOL**

**Job Description**

# Administration Manager - Grade 5

***Responsible to:*** The Governors and Headteacher

***Responsible for:***

Providing an administrative service to facilitate the day to day running of the school office, including a range of general duties, the finance systems and attendance.

***Hours of work***

* **8.30 – 4.00 Monday and Tuesday**
* **8.30 – 12.30 Wednesday – Friday**

***Main Duties:***

* To ensure the effective and efficient operation of day to day administrative functions.
* To provide support as relevant to the Head Teacher and Deputy Head Teacher.

**Finance**

* Ensuring the school has appropriate financial systems and managing all aspects of the school’s financial systems (including voluntary funds such as School Fund and Petty Cash) in accordance with the agreed policies and timetable.
* To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and the school are observed.
* Manage SIMS and FMS
* Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
* Responsible for ensuring the ordering of supplies and equipment for the school
* Responsible for ensuring all monies are collected and banked in accordance with LA procedures and processes.

**Premises**

The School Administrator will assist the Head Teacher with the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school. Specific responsibilities include:

* Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
* Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering;
* Supporting on all Health & Safety matters, including measures in the event of emergencies..
* To report to the Head Teacher on the security, maintenance, heating, cleaning and other general site services within the premises.
* To deal with all external agencies, delivering services to the school
* Oversee purchase, repair and maintenance of all furniture, equipment and fittings
* To monitor the work of on-site contractors and arrange for estimates for work

**General Day to Day duties**

* Responsible to the Head Teacher for the production of detailed reports, confidential statements, references and records.
* Collect and check monies in respect, including those in respect of school meals, completing requisite documentation.
* Prepare and complete documentation and returns in relation to Admission and Registration procedures and transfers to other schools.
* Assist in the organisation of school medicals and dental inspections.
* Opening and distributing mail, other than that labelled personal.
* Type letters and reports, and production of statistical returns.
* Receive visitors and answer telephone calls.
* Monitor and manage attendance procedures and liaise with LA Attendance Officers.
* Prepare standard letters for signature.
* Filing correspondence and records.
* Support teaching staff in the organisation of school trips including getting quotes for and booking transport
* 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.
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
* Such other duties as may be allocated from time to time commensurate with the grading the post.