

ARCHIBALD PRIMARY SCHOOL JOB DESCRIPTION

Job Title: Senior Administrator

Responsible to: The Headteacher

General Administration:

- To establish clear and efficient systems in order to develop and maintain an efficient office.
- To receive enquiries made to the school and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
- Responsible for maintenance of information for all children on databases, i.e. SIMS, LAC, CAF, and in paper form (including data collection forms, care plans, free school meals, parental consent forms).
- Using SIMS data management software to input data, and retrieving and analysing information, and maintain the information stored, ensuring it is accurate and up to date for both staff and pupils and liaise with data tech as appropriate.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To complete and submit information obtained from School Management information systems as required by the Local Education Authority and DfE, including the Census in respect of staff and pupils.
- Complete end of year procedures for pupils and manage the transition process.
- Line manage school receptionist, attendance officer and caretaker.
- Booking and administration of school visits and residentials in consultation with teaching staff.
- Responsible and managing the safe storage, collection and delivery of SATS papers.

Finance

- Collection, recording and banking of dinner and breakfast club money and all cash received, chasing all outstanding monies owed.
- Recording and co-ordinating petty cash and expenses claims from staff.
- To provide payroll information to the Central Trust in line with agreed timetables.
- To provide information to the Local authority, monitor and co-ordinate funding streams, such as 2 Year old funding, EYPP.
- To create orders on Sage and ensure that accurate records are kept in line with audit requirement on behalf of Senior Trust Staff.
- To co-ordinate school orders, eg school photographs with parents.
- To co-ordinate and manage the online payment system (School Money).

Human Resources

- To inform HR of staff absence on a daily basis and liaise with HT.
- To liaise with HR and HT re: staff in attendance procedures.
- To ensure all DBS and safeguarding checks are carried out.
- To obtain paperwork from starters and prepare letters as necessary.
- To liaise and coordinate staff appointments-adverts, references, identity checks, DBS checks.
- To maintain the Single central register.
- Responsible for and keep up to date staff personnel files.

Facilities and Health and Safety

- To co-ordinate and administer the letting of school facilities, if appropriate.
- To co-ordinate the management of school contracts and licences in conjunction with the central team.
- Maintain day to day contact with the school Caretaker.
- Respond appropriately to day to day issues in liaison with caretaker as they arise (i.e. calling out electrician/plumber/joiner if required).
- In liaison with caretaker to be familiar with premises contractors and be aware of when contractors are on site.
- In liaison with caretaker to co-ordinate contractors coming onto site and check that agreed work has been completed satisfactorily.
- To ensure all mandatory checks are completed by the caretaker in house under the direction of the Estates Director.
- Identify and implement training and development for school facilities staff.
- To co-ordinate and liaise Health and Safety including first aid with the Estates director.
- Being the lead First aider, liaising with emergency services/parents/carers and other professionals.
- Ensuring that care plans are up to date and all staff are aware of them.
- Identify and implement First Aid training and development for school staff.
- Co-ordinating and updating the Emergency plan in liaison with the Estates director.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: _____

Date: _____

Line manager signature: _____

Date: _____