

**School Administrator**

**Grade 5 (£20092 to £22183 pro rata)**

**37 Hours per week (term time)**

**8.15am to 4.30pm Monday to Thursday and 8.15 to 4.00pm Friday (45 minutes for lunch)**

**Responsible to the Headteacher**

**Job Purpose**

Responsible for providing an administrative and clerical support service to facilitate the day to day running of the Reception and School Office. Assisting the SBM with all aspects of the development of school finance.

This will be conducted under the general supervision of the Headteacher/School Business Manager or other nominated person.

All staff are subject to the conditions of employment and Code of Conduct set out by Durham County Council. In addition, you will be required to fulfil any reasonable requests from the Headteacher or their representative.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities and Racial Equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent way.

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

**Main Responsibilities**:

* Maintain the Arbour database including end of year procedures.
* Prepare and complete documentation and returns in relation to admission and registration procedures for school and transfers to and from other schools.
* Operating the schools Oracle system at user level and act in accordance with the systems and procedures laid down in SFVS, school and LA financial regulations and procedures. This includes ordering to maximise value for money.
* Check extranet daily.
* Administration of photocopier consumables and reporting faults etc.
* To provide a day to day financial management and clerical support to the Headteacher and SLT.
* Manage the Private School Funds; keep accurate records and prepare the annual balance sheet for auditing prior to presentation to Governors.
* To provide management information to the Headteacher and Governors as requested.
* To be responsible to the Headteacher for the production of sometimes confidential documentation e.g. references
* To open and distribute all mail, other than that marked confidential. Daily dispatch of mail.
* To type letters and reports and deal with statistical returns.
* To take, type and distribute minutes, as requested.
* Being the first point of contact for the Head Teacher, welcoming visitors and parents/carers to the school whilst adhering to safeguarding requirements by checking identification and recording visitors in school etc.
* To liaise with the kitchen staff and caretaker etc.
* To assist in the production of school documentation as required.
* To be responsible for authenticating free school meal applications, updating electronic records and accurately filing paper records.
* Recording school meals daily and notifying the kitchen, carryout a weekly reconciliation and school meal return.
* Administer petty cash on a regular basis including solving queries.
* Administer the school procurement card
* Arrange supply cover and necessary payment.
* Arrange CPD and courses using relevant systems.
* To maintain accurate admission records, class lists and attendance records etc. including first day absence calling and sending letters to ascertain reasons for absence.
* Maintain and keep up to date staff personnel records in all formats required.
* Complete all census returns.
* Administration of sickness forms and updating of information to relevant systems.
* To assist in the administration of lettings to include provision for CPD events.
* Administration of DBS checks and updating the Single Central Record.
* Updating pupil records.
* Messages to parents using text or other methods.
* Collect, check and accurately record money received for school dinners, breakfast club, trips, lettings and sponsorship etc. Prepare cash for collection/banking. You will be required to sign the Cash Handling Policy.
* Effective and accurate use of Parent Pay.
* Obtain and maintain First Aid qualification and be part of the First Aid rota within School.
* Chasing of dinner money debt and making referrals to the LA debt collection team as necessary.
* Undertake independent checks of school meal documentation and banking.
* Accurate filing and copying of documents as requested.
* To organise excursion arrangements, school journey documentation and accounts in line with timescales contained in relevant policies.
* To assist in the effective provision of a midday meal through the operation of effective clerical processes.
* To ensure that necessary administrative tasks connected with HR and payroll are completed accurately, within deadlines and are returned to the Local Authority.
* To assist in the maintenance of appropriate stock e.g. equipment, materials and consumables.
* To carryout tasks relating to the administration of medication in school.
* To complete necessary reporting of issues to the IT and Property Helpdesk etc.
* Responsible for providing general clerical support including photocopying, typing and word processing.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Responsible for the initiation of First Day Calls – contacting the parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Work with other staff to improve pupil attendance.
* Assist in the co-ordination of whole school documentation.
* Provide information relating to pupils to other members of staff e.g. telephone numbers in the event of illness
* Answering the telephone and passing on accurate messages to staff
* Check off orders received and file delivery notes etc. in preparation for paying invoices. Check on undelivered orders.
* Resolve queries from staff, parents and suppliers etc.
* Regularly check and deal with school email.
* Deal with Anycomms at least once daily.
* To be responsible for dealing with school uniform.
* Complete and return accident reports including updating the LA portal.
* Assist in the maintenance of the school stock record including carrying out the annual stock check and adding new items to the stock list.
* Inform Parents/Carers of pupils reported ill whilst on the school premises.
* Assist in the preparation and collation of school reports to ensure these are delivered to pupils on time and in a professional manner.
* Provide information relating to attendance of pupils and staff upon request by other members of staff.
* Attend courses and development activities aimed at continuous professional and/or personal development.
* Contribute to effective team work.
* Provide pastoral care and support to pupils who may be sick or injured and taking appropriate action, as necessary to ensure that parents and school staff are fully informed of incidents and accidents and maintain accident reports.
* Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
* Provide assistance to the Headteacher or other staff with arrangements for staff appointments ensuring DBS checks and all other relevant paperwork are completed
* Responsible for the maintenance of the school diary
* Contribute to marketing and promotion of the school including aspects of the school website and Facebook as requested.
* Take effective and accurate minutes at staff meetings and/or other meetings.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* The Post holder may undertake any other duties that are commensurate with the post as requested by the Headteacher or their representative.
* 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.

* In order to facilitate the smooth running of the school and the office some of these tasks may be delegated to an apprentice/administrative assistant. In this case you will be required to support, train and supervise any junior member of staff.

**Health and Safety**

* Comply with the requirements of the Health and Safety at Work Regulations
* Take reasonable care for the Health and Safety of yourself and others
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
* To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head

Teacher or other nominated person.

**Knowledge and Skills**

Willingness to undertake training to enable the post holder to keep abreast of new office and administrative systems and to enable them to continue to develop personally and professionally.

**Supervision and Management**

The post holder will often be required to work without direct supervision.

**Key Contact and Relationships**

Daily contact with the Headteacher, staff, children and families. General contact with other school staff and suppliers.

**Safeguarding**

The school is committed to safeguarding and protecting the welfare of children and young people and expects that all staff share this commitment. An enhanced DBS check and other pre-appointment checks will need to be returned prior to commencement of employment.

These duties are not an exhaustive list, in addition, the postholder will be expected to undertake other duties commensurate with the grade of the post.