

JOB DESCRIPTION

<u>POST TITLE:</u>	School Administrator
<u>GRADE:</u>	C + SCP 7-8 (£21,176 pro rata)
<u>REPORTING RELATIONSHIP:</u>	To the Head Teacher

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

Main duties & specific responsibilities:

Welfare

- To liaise with parents regarding pupils' sickness/injury.
- To assist with the general welfare of pupils.

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the Inventory system.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

Clerical

- To be responsible for pupil first day absence calls
- To undertake clerical duties arising from school meals provision including recording pupil free school meal eligibility on SIMs.
- To maintain all daily registers.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including Marvellous Me.
- To provide general clerical support as required.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To undertake word processing as required.
- Updating and using ParentPay as necessary.
- Communicate with the headteacher about any arising attendance issues.

Finance

- To provide support for the collection of dinner/trip monies etc through Parent Pay and completion of all catering returns for school meals and free school meals.
- Assist staff in the creation of purchase orders.
- Manage the sale of uniform within the school.

Support for the School:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Keeping Children Safe in Education as well as general staff procedures.
- Contribute and uphold to the school ethos of 'We believe we can achieve!'

Chaloner Primary School

- Appreciate and support the role of other professionals.
- Attend and contribute to relevant meetings as required.
- Participate in training and other learning activities as required.
- Contribute to the organisation of school activities.
- Establish constructive relationships and communicate with our families and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Being flexible when other administrations duties maybe required from time to time.
- Promote the school positively externally.

Personal Specification- School Administrator

Professional Knowledge, Understanding & Experience	Essential or Desirable	Evidence
Experience of Administration/Secretarial work	E	A
Experience of working in a school or a similar field	D	A
A good level of Education including passes in Maths and English GCSE (or equivalent) and excellent written and spoken English.	E	A
Evidence of further higher level of Education and/or professional development.	D	A
An understanding of the importance of effective documentation and record keeping	E	A/I/R
Excellent and up to date ICT and administration skills	E	A/I/R
Experience in using Microsoft modules - Word, Excel	E	A/I/R
Experience using Office 365 emails and Calendar	E	A/I/R
SIMs	D	A/I/R
Parent Pay & Marvellous Me	D	A/I/R
Knowledge and experience of managing and writing website/Social Media content	D	A/I/R
Experience of marketing to promote the vision and values of the School to all stakeholders	D	A/I/R
Experience of processing administration documentation	D	A/I/R
Basic awareness of first aid	D	A/I/R
Awareness of relevant policies/codes of practice and relevant legislation	D	A/I/R
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I/R
Ability to communicate well with children and adults	E	A/I/R
Work constructively as part of a team	E	A/I/R
To ensure tasks are completed within specified timeframes	E	A/I/R

Chaloner Primary School

Personal Skills and Attributes	Essential or Desirable	Evidence
Professional and effective interpersonal skills and a commitment to developing good working relationships with all stakeholders	E	A/I/R
Ability to show empathy and respect when dealing with parents, staff and visitors.	E	A/I/R
Be a positive role model and promote the values of the school in all aspects of the role	E	A/I/R
Ability to prioritise time effectively and work under pressure to meet deadlines	E	A/I/R
Commitment, integrity and a high degree of confidentiality to the school	E	A/I/R
A commitment to Child Protection and Safeguarding Children	E	A/I/R
Proven ability to work collaboratively as part of a team	E	A/I/R
Ability to work independently and manage own work load	E	A/I/R
Resilience and a pro-active outlook to all challenges	E	A/I/R
Respect the confidentiality of all information shared by people contacting the school by phone, email or in person.	E	I/R
Communicate all information shared with the key member of staff in school.	E	I/R
Be adaptable to ever changing situations/ events.	E	I/R