

Job Description

Job title:	Senior Administrator, Finance and Attendance
School:	Sybourn Primary School
Responsible to	Office and HR Manager
Location:	Waltham Forest
Salary:	Grade 5 (Pt. 12-16) Outer London : FTE £30,033 - £31,926 Actual £26,841.92 - £28,533.79
Contract type:	Permanent 46.6 weeks per year
Hours	36 hours per week Monday 08:15-16:30 Tuesday 08:15-16:30 Wednesday 08:15-16:30 Thursday 08:15-16:15 Friday 08:15-16:30 Times include a one hour unpaid lunch break each day

Core duties

Under the guidance of the Office Manager / Head of School /SLT. Be responsible for the undertaking of administrative, financial and organisational processes within the school including administration of the attendance system, working with key staff to reduce levels of unauthorised pupil absence, monitor persistence attendance strategies and create a culture of good attendance and punctuality. Assist with the planning and development of support services.

Administration

- General office and administrative duties
- Deal with complex enquiries / reception / visitors etc
- Contribute to the planning, development and organisation of support service systems / procedures / policies with Office Manager.
- Under the direction of the teacher with responsibility for extra curricular activities administer school trips, piano classes, after school clubs and other extra curricular activities including (but not limited to) organising transport & lunches, sending parent letters, collating parent responses, receiving payments, creating purchase orders, Arbor set up and ensuring information is passed on to appropriate staff.
- Provide administrative support for school events.
- Supervise, train and develop staff as appropriate under direction of Office Manager.
- To show awareness for the school's security at all times.
- To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.

- Provide personal, administrative and organisational support for Office Manager and SLT.
- Administer first aid/welfare duties, looking after sick pupils, administering medication, completing Evolve entries and liaising with parents/staff.
- Update and maintain manual and computerised records/management information systems e.g. Famly, Arbor, Inentry, Evolve.
- Undertake administration of complex procedures
- Undertake typing and word processing and complex IT based tasks.
- Analyse and evaluate data/information, producing reports/information/data as required.
- Complete and submit complex forms, returns etc including those to outside agencies eg DfE, BACME.
- Undertake complex financial and administration procedures.
- Producing the weekly newsletter, sending out to parents and staff.

Attendance

- Act as SPOC (single point of contact) for BACME and Admissions in relation to student enrollment and attendance.
- Organise and administer pupil admissions & records in conjunction with other key staff, ensuring online application forms are kept fit for purpose and are dealt with in a timely manner.
- Support daily attendance; making and receiving calls as required.
- Maintain attendance and punctuality tracking for the school, sending communications as required.
- Monitoring of completion of registers, ensuring accurate coding reasons.
- Process appropriate documentation relating to attendance such as CMfE, FPN, SAP.
- Highlighting absence trends and raising concerns including the need for home visits.
- Completing home visits with another member of staff in relation to attendance.
- Manage and administer off rolling of students, confirming their destination and liaising with the Local Authority as appropriate.
- Being the face of the school for in year admissions, liaising with parents and class teachers.

Finance

- To undertake the administration, producing invoices and chasing payment for Parent payments such as dinner money, music lessons, school trips, extended services and daycare.
- To manage and administer Famly in relation to finance.
- To oversee and administer financial arrangements for charity collections, banking and arranging payment to charities.
- To oversee and administer financial arrangements for school events.
- To oversee and administer uniform and/or other shops within the school.
- To receive cash and card payments into the school, keeping the cash sheet up to date and ensuring regular banking of any money.
- Undertake complex financial and administration procedures.
- Assist with procurement and sponsorship.
- To liaise with the accounts team at the Trust, sending payment information & invoices and raising purchase orders as required.
- Liaising with Accounts Payable in relation to the purchase of parking permits process for visitors and staff, creating documentation as required and ensuring that there are adequate supplies at both Sybourn Street and Perth Road.
- Provide advice and guidance to staff, pupils and others.

- Undertake research and obtain information to inform decisions.
- Assist with marketing and promotion of the school.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage the administration of facilities including the use of school premises

Other Responsibilities

- Effectively manage own workload.
- 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.
- Be aware of and support difference, ensuring equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Identify own learning needs, participating in training, performance development and other learning activities as required.
- Recognise own strengths and areas of expertise, use these to advise and support others.
- Highlight any problems and concerns to Office Manager
- Any other general office duties or school requirements as directed by the Head of school, SLT and Office Manager.

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing.
Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.