

JOB DESCRIPTION

Job Title: Administrator

Grade: 5

Salary Range: SP22-SP25

Responsible to: Team Leader – HR/SLT

Responsible for: None

Job Purpose - Administrator including pupils & data

Our Administrative officer is a Key member of the school's support staff team. One of a team responsible for ensuring there is efficient and effective organisation and administration of school business processes, procedures and policies. Delivering the best possible service to all stakeholders to facilitate efficient and effective service and teaching and learning across the school.

The Administrative team are the main and first point of contact for the majority of visitors/callers to the school and as such are pivotal in projecting the schools positive, welcoming ethos and values. They are therefore, expected to demonstrate exemplary customer service and a can-do approach to both internal and external customers.

Under the direction/instruction of senior staff the administrative team provide routine general administrative, clerical and welfare support to the school

Key External Contacts

Education Agencies, Parents & Carers Local Authorities, Suppliers and Contractors

Key Internal Contacts

School Staff, Academy Council, The School Community, Pupils and Central Trust Team;

Duties:

1. Deal with routine reception/visitor matters, carry out reception tasks as the first point of contact for visitors and callers to the school ensuring that everyone receives a welcoming positive and helpful response and that messages and calls are efficiently processed;
2. To be aware of and follow school policies and procedures for visitors in school;
3. To use and update the management information systems and/or paper-based filing systems to enter record and retrieve data;
4. To provide general clerical/admin support e.g. photocopying, filing, complete standard forms, responding to routine correspondence;
5. Produce lists/information/data as required e.g. pupils' data;
6. To produce letters, documents, undertake typing and other IT based tasks;
7. Maintain and populate the school calendar & School Website with information as provided and directed by Senior Leaders/the School Business Manager;
8. Monitor all incoming emails to the School's admin mailbox and deal with as appropriate.

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9. Update and maintain the School newsletter.
10. To chase and follow up outstanding debts owed by parents;
11. To process free school meals applications and queries.

First Aid

1. To be one of a team who undertake the provision of First Aid (after training) in the event of accident or injury, looking after sick pupils, liaising with parents/staff etc;
2. Ensure the completion of relevant documentation according to school procedures;
3. Monitoring stock control of medical supplies;
4. Supporting children with medical needs/ care plans including personal care as necessary, seeking advice and support as needed;
5. in the event of accident or injury ensure the completion of relevant documentation according to school procedures;
6. To draw to the attention of the SENCO/Headteacher/SBM concerns over the welfare of children;
7. Ensure that the first aid room is kept tidy and in a good working condition;
8. Ensure that first aid kits across the school are well stocked and the filing of related paperwork is maintained and kept up to date;

New Pupil Admissions & Promotion of the School

1. Maintain and collate pupil records & reports;
2. input of new pupils on the Schools information system;
3. Working to pre-defined procedures deal with the administration of admitting new pupils to the school. To correspond/liaise with pupil admissions, enter new pupil information onto the school systems and to ensure that the school has the relevant information file for each pupil;
4. To maintain and update the schools stock of pupil admission packs;
5. To positively promote the school to all enquirers;
6. Assist with the promotion of the school under the direction of the School Business manager; through the updating of the school website and the use of a variety of communication tools;

The School Census & the Recording/Maintenance of Pupil information & Records

1. Maintenance of detailed pupil information
2. Undertake, end of year procedures this includes entering the school calendar for the next academic year, updating the school academic structure, etc
3. Complete the schools pupil census returns, seeking support and guidance and ensuring that any anomalies are rectified. Seeking guidance and authorisation prior to submission
4. Completing other forms, statutory returns including those to outside agencies e.g. DfES under the direction and guidance and direction of Senior Leaders
5. Recording and processing of all pupil absence and lateness including letters to parents.
6. Monitoring attendance and reporting to Senior Leaders

Resources

1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet);
2. Operate office equipment e.g. photocopier, computer;
3. To assist the office team with the administration/monitoring of the school's resources, monitoring supplies/stock, reporting orders or breakages and checking off deliveries;

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4. To ensure that lost property is effectively tidied, re-distributed and managed within the school;
5. To use the school reprographics systems to copy and distribute documents, make sure there is a supply of the materials required to operate the systems and report and record faults;
6. Provide general advice and guidance to staff, pupils and others;

Responsibilities

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

Personal & Professional Development

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;
3. Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person;
4. Be aware of all documents produced during the time at the school remain the commercial documents of the school;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

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Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Person Specification - Administrator

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<u>Qualifications</u>			
GSCE grade C or equivalent in English and Maths	✓		A
Appropriate first aid training	✓		A
<u>Experience</u>			
Competent use of IT packages including Word, Excel and Powerpoint	✓		A/I
School Office Experience	✓		A/I
Experience of using Scholar pack, Parent mail and other school specific systems.	✓		I/T
Experience of SIMS		✓	A/I
<u>Skills, knowledge and Understanding</u>			
Good communication skills with a positive and enthusiastic approach.	✓		A/I
High level of personal organisation	✓		A/I
Able to prioritise and manage workload effectively to secure successful outcomes within agreed scheduling	✓		A/I
Able to work calmly under pressure	✓		A/I
Careful attention to detail	✓		A/I
Ability to take on a wider of administrative and organisational tasks	✓		A/I
Ability to work alone or part of a team	✓		A/I
<u>Other Requirements</u>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview

T – Test/Presentation

A – Application Form