JOB DESCRIPTION

School Administrator/Senior School Administrator
RG3b to RG4m (SP 5 – 21)

Job Purpose:

To represent the school as the first point of contact in a friendly and professional manner. To assist in maintaining an efficient and comprehensive administrative function in the school. To act as a receptionist (both face-to-face and on the phone) undertaking reception duties: welcoming parents, pupils and other visitors and dealing with enquiries whilst ensuring that the safety of pupils and staff is observed at all times.

Designation of Post:

- ✓ Reports to the School Business Manager
- ✓ Level 2 Health & Safety Responsibility.

Main Duties and Responsibilities:

- ✓ To maintain a welcoming environment and appropriate hospitality for visitors.
- ✓ To assist in the reception and vetting of visitors, dealing with or referring enquiries as appropriate.
- ✓ To deal with parent queries – deciding what action needs to be taken and by whom.
- ✓ To deal with emails and correspondence and prioritise incoming mail and distribute as required to management team.
- ✓ To assist people in a helpful and diplomatic manner.
- ✓ To receive and direct all deliveries for the school.
- ✓ To screen telephone calls, enquiries and requests, and handle them when appropriate.
- ✓ To make appointments and help plan the school diary.
- ✓ To decide what matters should be referred to the Head or delegated to others.
- ✓ To use discretion in providing information both within and outside the school.
- ✓ To use Teacher2Parents to send text and email messages to parents as requested.
- ✓ To use ParentPay and assist parents with school meal bookings.
- ✓ To photocopy and distribute any necessary letters, reports and correspondence
- ✓ To arrange and carry out tours for prospective parents.
- ✓ To input and update all appropriate pupil and staff information into the SIMS database
- ✓ To ensure that pupil registers are up to date and accurately recorded on the system.
- ✓ To assist staff in the production and maintenance of pupils' records.
- ✓ To assist with event organisation and room set up for special activities.
- ✓ To arrange reactive maintenance in response to day to day problems arising within the school buildings and grounds and follow up to ensure the work is dealt with as speedily as possible.

- ✓ To organise cover in case of staff absence due to illness or attendance at training courses.
- ✓ To contribute to the overall ethos/work/aims of the school.
- ✓ To participate in training and other learning activities and performance development as required.
- ✓ To follow procedures in case of emergencies and accidents.
- ✓ To administer first aid and care for sick children while they are waiting to be collected by a parent/guardian.
- ✓ To report accidents and complete RIDDOR reports for RIDDOR reportable accidents
- ✓ To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Safeguarding Children's Board and the school's safeguarding policy.
- ✓ To assist in ensuring the maximum level of security consistent with the ethos of the school.

Gateway Criteria for progression to RG3m (scp 7 -11):

- ✓ To contribute to the effective organisation of school visitors and events.
- ✓ To use EVOLVE to log school trips.
- ✓ To assist Teachers in drafting Risk Assessments for trips.
- ✓ To be responsible for collating Risk Assessments for trips.
- ✓ To assist the School Business Manager with the receipt, safekeeping and banking of all monies received by the school.
- ✓ To manage the uniform 'shop' within the school and be responsible for monitoring stock.
- ✓ To provide administrative support to the school's Senior Leadership Team.
- ✓ To manage the Headteacher's diary.
- ✓ To draft letters to parents on behalf of the Headteacher.
- ✓ To liaise with the professionals and organisations running clubs at the school.

Gateway Criteria for progression to RG4b (scp 11-17):

- ✓ To work consistently to, foster and sustain team spirit, set expectations and drive performance within the Administrative Team.
- ✓ To be responsible for pupil intake administration and maintain both SIMS database and pupil records.
- ✓ To promote, manage and maintain the school's Free School Meal system, liaising with parents/lunchtime staff/kitchen staff /local authority departments as necessary. Keeping accurate records on SIMS of eligibility.
- ✓ To attend to all Nursery admissions and be responsible for allocating places and managing the waiting list.
- ✓ To input pupil absence and assist the Senior Leadership Team with monitoring pupil attendance.
- ✓ To produce SIMS reports for the Senior Leadership Team when required.
- ✓ To use SIMS Discover to manage and design reports for the Headteacher/Governing Body so that complex

data can be extracted from the system to support school improvement.

- ✓ To manage the transfer of children's files and organise and prepare the files for new pupils entry to school and any mid-term starters throughout the year.
- ✓ To coach colleagues to share best practice.
- ✓ To liaise with local businesses for fundraising and joint projects.
- ✓ To update the School Website in collaboration with the Headteacher and the School Business Manager.
- ✓ To produce termly planners, school prospectus, newsletter, handbook and flyers etc.
- ✓ To book training courses/network meetings for staff via SLA website or independent training organisers.
- ✓ To lead on managing the school's electronic diaries.
- ✓ To book staff training courses via SLA website or independent training organisers.
- ✓ To assist in the management of the school's 'Parent Pay' web based meal payment scheme, supporting and liaising with parents/staff/pupils/Chartwells.
- ✓ To promote, and maintain the children's 'Cool Milk' scheme and recording/updating children who are eligible for free milk.
- ✓ To act a member of the school Emergency Response Team (snow, flooding, injuries, etc.) Contributing to the strategic plan, with key responsibility for communication to parents.
- ✓ Ensure the office keep medicines up to date and health care plans/ consent forms etc
- ✓ Update medical alert boards and food allergy boards if required

Gateway Criteria for progression to RG4m (18-21):

- ✓ To develop administrative procedures and systems to ensure the school's administrative function is efficient and effective.
- ✓ Deal with complex reception/visitor matters.
- ✓ To provide training to office staff.
- ✓ To take a lead role in marketing and promoting the school.
- ✓ To take a lead role in monitoring pupil attendance with outside agencies, providing information as required. Making initial analysis of attendance data and producing relevant reports of different pupil groups as required.
- ✓ To undertake analysis of complex absence/pupil data (from SIMS/SIMS Discover) in conjunction with the SLT use data to search for trends, identifying groups needing intervention and explore links with attendance.
- ✓ To assist the Headteacher and designated staff in the data management of the Statutory Testing process.
- ✓ To prepare and produce the DfEE Census Reports for the School and analyse data for accuracy before the final sign-off by the Headteacher.
- ✓ To assist the School Business Manager in preparing staffing returns (such as the Workforce Census).
- ✓ To assist the School Business Manager in carrying out system upgrades as required and be responsible for the security of data and access rights to the system.
- ✓ To assist the Headteacher and School Business Manager in drafting Statutory and Non-Statutory School Policies.

- ✓ To manage the School Diary on the School's website.
- ✓ To work on projects to enhance and promote the School 'brand' (such as the school website) and act innovatively to ensure school is keeping up with social changes (e.g Twitter/Facebook etc.)

PERSON SPECIFICATION

School Administrator/Senior School Administrator
RG3 to RG4 (SP 5 – 11)

Qualifications/Education/Training:

- ✓ Good Numeracy/literacy skills demonstrated in similar work or qualifications.
- ✓ Attainment of a recognised first aid qualification.

Experience:

- ✓ Previous experience of working in a school or educational environment
- ✓ Previous experience of customer service
- ✓ Previous experience of secretarial/office work

Knowledge, Skills and Abilities:

- ✓ Excellent organisational skills
- ✓ Excellent interpersonal and communication skills.
- ✓ Ability to work collaboratively with a range of colleagues
- ✓ Ability to work with autonomy within set boundaries.
- ✓ Ability to manage own workload
- ✓ Ability to identify priorities quickly and accurately and to ensure that deadlines are met.
- ✓ High level of IT skills with experience of MS Office (in particular Microsoft Outlook)
- ✓ Knowledge of SIMS software.
- ✓ High level of accuracy.
- ✓ Trustworthy, reliable and flexible attitude.
- ✓ Willingness to undertake further training/ development opportunities.
- ✓ Ability to relate well to children and adults.
- ✓ Ability to meet deadlines.
- ✓ Ability to carry out instructions.
- ✓ Ability to maintain confidentiality at all times.
- ✓ To actively work to maintain a secure environment.
- ✓ A cheerful and positive outlook.
- ✓ Patience and ability to remain calm.