

JOB DESCRIPTION

SCHOOL ADMINISTRATOR

STOW ON THE WOLD PRIMARY SCHOOL

Job Title: School Administrator

Reports To: Headteacher

Job Purpose:

To provide administrative and financial support in order to meet the needs of the school.

Play an active role in the smooth running of the school office.

Provide the following and any other duties within the scope of the role as required by the Head and Governing Body

All staff will: • Promote equality, opportunity and regard. • Maintain confidentiality at all times. • Follow safeguarding guidelines and child protection policy and procedures. • Carry out duties with due regard for all school policies and procedures. • Undertake professional development activities to enhance personal development. • Contribute to producing/delivering priorities in the school development plan. • Promote positive attitudes and behaviour. • Contribute to the smooth day-to-day running of the school. • Be committed to achieving the schools vision and aims. • Respond promptly to concerns from parents, staff or students. • Promote the school in the community. • Work in partnership with all colleagues including the Governing Body. • Celebrate success of students and staff. • Attend relevant school meetings.

General administration roles

- Provide general administration support for example: answering incoming calls and taking appropriate messages, greeting visitors and guests, preparing letters, typing and other IT based tasks, photocopying, filing, faxing, collating and distribution of information to parents, staff, governors and members of the public
- Take an active role in administrative duties in preparation for school events
- Assist in maintaining a tidy welcoming and safe school environment including the staffroom and participate in the provision of refreshments for visitors and staff.
- Establish and maintain excellent relationships with pupils parents staff and other professionals at all times.
- Provide basic first aid for pupils and staff as and when required along with other staff members.
- Any other duties required by the headteacher within the scope of this post.

Specific administrative duties of administrator

- Keep manual and computerised pupil records up-to-date providing reports where necessary especially regarding SEND pupil premium and attendance, liaise with attendance officer.
- Complete the Census returns, ensuring information and data is kept up-to-date.
- Communication with parents via text, email, phone and website.
- Provide administrative support to the headteacher as and when required.
- Manage office and classroom stationery.
- Provide administrative support for extended school activities and clubs.
- Oversee and manage school letting administration.
- Prepare money for banking.
- Maintain filing systems.
- Maintain petty cash.
- Raise purchase orders when

required. • Completing invoice certification process. Reconcile the print monthly, prepare financial reports/ monthly charts to Governors, prepare weekly registers, assist in fire drills and lock down practices , assist in schedule of maintenance and annual servicing, liaise with nursery and kitchen staff, oversee cleaning staff, liaise with PTFA and attend meetings

School meals

- Maintaining Parent Pay, including setting up new accounts, generating letters and chasing any debts. • Liaise with parents with regards to debt, maintaining confidentiality at all times. • Keep accurate records with regards to FSM and UIFSM. • Be the first point of call for any parent enquiries.
- Keep up-to-date with relevant information provided by parent pay

Admissions /leavers

- Administration of admissions/ leavers to include updating and maintaining records. • Be responsible for the administration side of secondary transfer. • Dealing with any enquiries to the school. • Notify the senior staff in the event of concerns. • Ensure that staff are notified about new children to enable them to prepare for arrival. • Request records from previous school, where relevant. • Keep up-to-date with information provided by admissions service. • To arrange for school records to be sent to new school. • To keep records of where pupils transfer to and where records have been sent.

Admissions to reception

- Arrange prospective parent visit for new applicants. • Communicate with prospective parents and the admissions service regarding admission to the school• Prepare relevant information for school staff. • Administrative duties with regards to the induction of new parents. • Communicating with new parents regarding home visits and start dates.

Rebecca Scutt

Headteacher