



# Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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## SCHOOL ADMINISTRATOR

**Grade:** Kent Range 5  
**Responsible to:** School Business Leader

### Purpose of the Job

To provide administrative and organisational services and support for the school, including some financial functions, under the direction or instruction of senior staff. Alongside the wider school administration team, ensure the efficient and smooth running of all administrative processes in school, taking a pro-active role in relation to the day to day functioning of the school office.

### Key duties and responsibilities:

1. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge and aptitude of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Assist all stakeholders with their enquiries to the School either in person, by email or phone call. Assess the nature of any telephone calls and transfer them to the appropriate person without referral to the line manager where possible. Receiving visitors in a courteous, prompt and efficient manner to ensure that staff, service users and members of the public who contact the school, are dealt with professionally, efficiently and consistently.
3. Provide administrative support to staff, eg photocopying, typing, filing, completion of routine forms, laminating, lists for clubs, label production.
4. Manage all correspondence with parents and carers, either by email or written letter, producing letters and other communications in a timely way for distribution.
5. Produce lists, information and data as requested by senior staff or external agencies (e.g. statutory returns, NHS lists).
6. Maintain manual and computerised records and management information systems.
7. Arrange and coordinate appointments and meetings on behalf of the SLT and other staff as required, organising venues and equipment, dealing with relevant documents and taking meeting notes as required. For example, school photographers.
8. Alongside the rest of the administration team, be the first point of contact for sick pupils, liaising with parents / carers/staff covering other admin staff as necessary.





9. Arrange and procure school trips and other school-based activities & clubs, in liaison with school staff, securing quotes and communicating with parents over arrangements and payments required. For example, residential trips, day trips, swimming lessons, Bikeability training, etc.
10. Undertake general financial administration such as processing orders & invoices, collecting monies and undertake basic book keeping, such as for petty cash.
11. Record and manage school dinner money payments and other payments received from parents and carers, together with banking of cash and cheques received. Chasing parents and carers for outstanding payments and information, as required and keeping accurate records of payments made and received.
12. Assist with all admissions processes, ensuring correct information is received/sent from infant and secondary schools in a timely way. Keep Management Systems (currently SIMS) up to date at all times with any changes in details of pupils and their families.
13. Work alongside and support other school admin staff working as a strong team and having a flexible and pro-active approach to varying situations that may arise on any given day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description.

**Person Specification and Criteria:**

Applicants should describe in their application how they meet the criteria and specifications below.

|                             | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>       | GCSE Maths and English (or equivalent)<br>Business Administration or NVQ Level 2 minimum (or equivalent)<br>ECDL Qualification or recognised Speed Typing Qualification  |
| <b>EXPERIENCE</b>           | Experience of working in a School Office<br>Previous experience of Schools Management Systems (SIMS), Word, Excel, Microsoft Office 365. Ability to produce a range of accurate documents and standardised reports.  |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Fast keyboard skills</li> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Ability to communicate effectively and in a courteous manner, in person and over the telephone acting in a sensitive and diplomatic way as required.</li> <li>• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information</li> </ul> |



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|                         | <ul style="list-style-type: none"> <li>• Ability to investigate queries and anomalies when required</li> <li>• Ability to operate computerised and manual filing systems and to make improvements where necessary</li> <li>• Ability to take accurate notes and minutes of meetings</li> <li>• Co-ordination skills when arranging meetings and appointments</li> <li>• Ability to process and maintain financial records</li> <li>• Flexible, highly resilient, reliable and able to work under pressure</li> <li>• Confident in being able to have challenging conversations</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul> |
| <p><b>KNOWLEDGE</b></p> | <ul style="list-style-type: none"> <li>• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages (as detailed above)</li> <li>• Awareness of the School's Record Retention Policy, Freedom of Information protocols or an awareness of the requirement for this policy and protocol</li> <li>• Knowledge of computerised and manual filing systems</li> <li>• Awareness of Data Protection, GDPR and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety</li> </ul>                                       |