**Tunstall CEP Administration Lead**

 **Job Description**

**‘A place where everyone can flourish’ (John 10:10)**

**JOB DESCRIPTION: Admin Lead**

**Salary: Kent Range 4-5**

**Responsible to: Deputy Head**

**MAIN PURPOSE OF THE JOB**

To work efficiently with discretion to ensure the smooth running of the schools administration systems and uphold an outstanding communicating offer for parents, staff and governors.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

* Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in /out in accordance with school procedures.
* Answer enquiries received in person / by phone or via emails – responding to queries, relaying messages and acting on instructions as needed - referring on where appropriate.
* Establish and foster good relationships with parents/carers of children at the school and encourage good home /school communication.
* Liaise with teachers and encourage effective dialogue between parents /carers/governors and teachers regarding their child’s progress.
* Ensure monetary transactions are completed for clubs and trips. To liaise with parents about outstanding monies.
* Prepare registers and update records e.g. for school dinners / free school meals / milk lists and ensure information is shared as required.
* Prepare and distribute routine home / school correspondence for approval by Headteacher.
* Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
* Record and post all outgoing mail and receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
* Supporting all teaching staff in the preparation of letters, emails etc., sent home to parents including homework.
* Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
* To manage all course bookings for staff and governors liaising with the Business manager and Headteacher when necessary.
* Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Organise and assist with monthly Community lunch for local residents.
* Organise, implement and update WOW (Walk on Wednesday).

**Professional Qualities:**

* Assist in maintaining high standards throughout the school
* Excellent interpersonal skills
* Have the ability to work with a variety of people in style which empowers them to help themselves
* Listen and communicate effectively in a variety of ways
* Confident and skilled user of ICT – able to use it to support duties within role
* Demonstrate appropriate confidentiality at all times
* Understand statutory safeguarding requirements in reporting all safeguarding concerns to the DSL

**Other requirements:**

* Attend meetings/take minutes
* To participate in training and performance management as required
* To have an up to date Enhanced DBS disclosure
* Current First Aid qualification

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person/ using our CPOMS online recording system
* Be willing and able to uphold and promote the Christian Vision and Ethos of the School
* Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including lunchtime and breaks
* To support the wider school community by attending events such as Summer Fair, sporting events and special services at Tunstall Church

**Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**

**Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

"Tunstall CEP School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and check against the ISA barred list for Children."