

School Administrator

Job Description

- Provide a secretarial and administrative service to the Headteacher and other staff.
- Provide a first point of contact for pupils and parents at reception dealing with queries as appropriate.
- Greet visitors to the school ensuring all safeguarding procedures are followed.
- Input and maintain pupil and staff records on SIMS.
- Assist in the co-ordination and production of all pupil reports and Statistical Returns as required by the school, the Tenax Multi-academy Trust and DfE.
- Inputting of assessment data.
- Maintain pupil attendance registers and monitor pupil absences contacting parents concerning unreported pupil absences and passing areas of concern to the Headteacher.
- Assist in the administration of school admissions (In-Year and the September intake) and the maintenance of pupil waiting lists liaising with the Local Authority as required.
- Support teachers in the organisation of school trips and workshops.
- Support club leaders in the organisation of matches and competitions.
- Assist in the organisation of school events e.g. sports day, award ceremony, church services.
- Organise the school swimming lessons.
- Support teachers in the production of pupil progress reports.
- Assist in the administration of the Personnel function liaising with the Tenax Multi-academy Trust and Capita, updating the record system and processing the required paperwork for appointments, changes, terminations and absences to ensure all staff receive the correct contracts and pay.
- Assist in the administration the school voluntary fund including banking, paying invoices and producing the annual audit.
- Administer medicines and first aid to pupils.
- Ensure all staff are aware of pupils with special dietary requirements or medical conditions.
- Assist in the preparation and supervision of pupils to be seen by the NHS staff and liaise with the school nurse.
- Deal with as appropriate all incoming post and deliveries.
- Administer emails sent to the office.
- Answer telephones calls to the school and deal with as appropriate.
- Ensure the school website is updated as required.
- Assist in the preparation and issuing of accurate, comprehensive Parent Letters.
- Manage the stock of school uniform.
- Process orders / purchases as required.
- Organise school photos.
- Monitor school lunch ordering and deal with all related queries.
- Maintain the Free School Meals online register and complete associated administration.
- Maintain the Free School Milk register and complete associated administration.

- Organise quotes and contractors to complete maintenance work around the school and site.
- Test the fire alarm weekly, organise Fire Maintenance checks and maintain fire records.
- Support all staff in the event of Ofsted/SIAS inspections following agreed procedures.
- Show flexibility in the role to ensure that the efficient running of the school is maintained, this might include times of staff absence.
- Complete other tasks as required by the Headteacher.

Person Specification

- Good standard of education with the ability to produce high quality work
- Experience of working in an office (advantage if in a school environment)
- Strong system knowledge of using a Management Information System (preferably SIMS) and a willingness to attend relevant CPD for this role
- Computer literate including Word, Excel and Outlook
- Excellent interpersonal skills
- Ability to ensure confidential information is kept secure
- Ability to work on own and as part of a team
- Highly organised with the ability to prioritise work to meet deadlines
- Prepared to undertake training to keep abreast of new initiatives
- Good sense of humour

General

- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- To contribute to the development of the school's vision, values and ethos
- To abide to agreed professional behaviours and attitudes as set out in the code of conduct
- To be flexible around working hours on occasion

Organisation

- The postholder will be line managed by the Headteacher
- The postholder will have daily contact with staff throughout the school, pupils and parents and on occasions with school governors, other outside agencies, professional bodies and contractors.