****St Peter’s Church of England Primary School

**School Administrator**

**Job Description**

As the School Administrator you will provide comprehensive administrative support to the school and act as a central supporting role for staff, pupils and parents.

**Main Duties (Reception)**

* To commit to safeguarding and promoting the welfare of children in accordance with school policies.
* To be responsible for the signing in and out / monitoring the entry of all persons /visitors to the school at the main entrance checking DBS details where appropriate ensuring an appropriate form of identification is given to all visitors.
* Greet all visitors to the school in a warm and welcoming manner, ensuring all safeguarding procedures are followed and dealing with all enquiries in a helpful and informative manner or when necessary, referring queries to the relevant person.
* Ensure a register is kept of pupils arriving or leaving the building outside of normal registration periods.
* Acting as the immediate point of contact for pupils and parents.
* Answer telephone calls to the office and deal with as appropriate in a timely and efficient manner.
* To receive and send emails (both through the school email address and Parentmail), text messages and faxes and forward appropriately.
* Deal with, as appropriate, all incoming and outgoing post and deliveries.

**Main Duties (Administrative)**

* Establish and maintain efficient administrative systems and processes to support the effective running of the school.
* Input and maintain pupil and staff records on SIMS and process the school pupil and staff Census
* Maintain pupil attendance registers and monitor pupil absences contacting parents concerning unreported pupil absences and passing areas of concern to the Headteacher.
* Administration of school admissions (In-Year and the September intake) and the maintenance of pupil waiting lists liaising with the Local Authority as required.
* Provide support in the organisation of school trips and workshops / matches and competitions including booking transport, venues, letters to parents and collecting payments and return slips.
* Assist in the organisation of school events e.g. Sports Day, church services, school swimming.
* Produce documents, presentations and reports as necessary using Office e.g. Word, Powerpoint, Excel.
* Process forms, returns etc including those to outside agencies.
* Manage the stock of school bags and water bottles.
* Organise school photos.
* Monitor school lunch ordering and deal with related queries.
* Arrange Supply cover for teachers, noting courses attended and complete all documentation with regard to the employment of supply teachers.
* Log and record Site and Premises calls for repairs and maintenance.
* Liaise with Church office regarding use of Church facilities.

**Main Duties (Personnel)**

* Undertake personnel administration, including setting up of contracts, changes to contracts and terminations.
* Liaise with the school’s pay provider and personnel service to resolve issues.
* Follow the checklist for safer recruitment, including undertaking identity checks such as DBS/Children’s Barred List, reference requests, disqualification check. Ensure all data is recorded on the Single Central Record.
* Undertake DBS checks on staff and volunteers.
* Monitor and record staff absences due to sickness, unpaid leave, jury service etc and complete all relevant documentation for personnel and payroll.

**Main Duties (Finance)**

* Undertake general financial administration such as collecting monies and undertaking basic book-keeping, such as for cash payments.
* Manage online payments from parents.
* Maintain the Free Schools Meals online register and complete associated administration.
* Maintain the Free School Milk register and associated administration.
* Assist with the administration of school lettings and other uses of school.

**Main Duties (Pupil Care)**

* Administer medicines and first aid to pupils (and if necessary staff), ensuring the correct records are kept and logged and communicate with parents where necessary, in line with school policy.
* 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 NHS staff and liaise with the school nurse, including for immunisations and dental screenings.
* Maintain the first aid supplies and stock.

Such other duties as the Headteacher may from time to time require.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: Postholder Date:

Signed: Headteacher Date: