

‘Learning changes lives’

‘Providing an education that inspires and prepares children for life’

**Job Description for Senior Administrator**

**Autumn 2021**

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| **School:** St Martins | **Line Manager:**  Trust Business Manager |
| **Post:** Senior Administrator | **Salary Range:** KR 6 |
| **Weeks Per Year:** 39 | **Hours:** 37 |

**Purpose of Post**

* Support the Academy Trust, the Head Teacher, Governing Body, staff and pupils in the organisation and smooth running of the school from an administrative viewpoint.
* Promote the school in a positive manner at all times to staff, pupils, parents and visitors.
* To manage the administrative systems within the school in liaison with the Trust Business Manager to ensure that the school remains compliant with the requirements set out by the Multi Academy Trust.

**Specific Responsibilities**

* Meet and greet all visitors making them feel welcome.
* Answer and direct all incoming phone calls in a polite and friendly manner.
* Provide administration controls and compliance.
* Management for attendance administration
* Management for School Census and SIMS database (pupils)
* Management for School Comms/Gateway app management
* Fire Warden
* Coordination of First Aid for the school.

**Key Working Relationships**

* All visitors – external agencies, governors, trustees parents, contractors, delivery drivers
* All pupils
* All Trust staff
* All School staff
* School Personnel/ Finance Administrator

**Principal Accountabilities**

**General office administration and front of house duties.**

1. To manage the school office to ensure that a secure and welcoming reception to all visitors is maintained at all times.
2. To ensure that the reception area is kept tidy and welcoming and that signs and notices are current.
3. General Office Duties – To organise the administrative division within the school to guarantee an efficient and well-structured office system. To provide a comprehensive range of secretarial and general office services within the school office.
4. Pupil records - To ensure they are maintained and updated. This includes paper file and SIMS. Updating when necessary and with Data Collection on an annual basis.
5. Draft the weekly newsletter
6. Financial – To collect any monies that are given to the school office, for uniform, trips, swimming etc. To liaise with the Personnel/Finance Assistant when needed. To record a termly stock take of uniform stock.
7. To maintain and manage the SIMS.net system to ensure that all updates and programmes are current, the promotion of the school year is completed and that all pupil information is transferred to the relevant schools.
8. Assist with the management of school events such as performances, parent consultation evenings and trip administration.

**Specific Office Duties**

1. Admissions – To ensure that all paperwork is issued and collected. Starter and Leaver pupil information to be recorded on SIMs promptly.
2. Attendance – gathering and recording attendance information on SIMS.net. Production of First Day Absence report and checking late pupils and working in liaison with the Head Teacher to ensure attendance records are maintained and accurate.
3. First Aid – To coordinate and update the list of current First Aiders in the school. To be the lead in all pupil First Aid, which includes managing medicines in school, ensuring procedures are followed at all times and day to day procedures of Head Bumps etc.
4. School Census – To produce the School Census and ensure that all queries and errors are removed if possible. To liaise with the Trust Business Manager to ensure that the report can be authorised and uploaded onto the EFSA website.
5. To maintain and manage the School Comms/Gateway app to ensure that it is fully effective and efficient at all times.
6. Fire Warden – Ensure that fire evacuation procedures are followed.
7. To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description is generic in the tasks and activities that the post-holder is expected to undertake and duties may change as needed without changing the level of responsibility associated with this post.

**Signed ………………………………………………………………….(Post Holder)**

**Signed ………………………………………………………………….(Trust Business Manager)**