



Chartridge Combined School

JOB DESCRIPTION – School Administrator

Reports to: Business Manager

Salary: Bucks Pay Range 2 pro rata

Hours: 8.30am to 4pm Monday to Tuesday or alternatively Monday and Friday
Term time + 2 INSETS.

Key Purpose of the Role: to provide effective and efficient clerical and welfare support to the school, including some financial responsibilities

The duties of this post listed here are not exhaustive and may vary from time to time, as required by the Headteacher, without changing their general character or the level responsibility entailed.

Reception

- Undertake reception duties including response to telephone and personal enquiries, providing a warm welcome to all visitors and colleagues, adopting a friendly, professional manner
- To ensure school security and safeguarding arrangements are always complied with, including the issue of visitor badges, signing in procedures and checking identification
- To issue visitors with the school safeguarding guidance
- To accept and sign for deliveries, respecting the confidential nature of external testing materials
- To distribute internal and external post, e-mails and other correspondence as appropriate
- To provide hospitality for visitors to the school and organise refreshments for school events

Clerical

- Ensure that systems and procedures are developed and maintained in order that clerical services can be provided in an efficient and cost-effective way.
- To accurately maintain the school attendance register, following up all unaccounted for absenteeism by 9:15am
- To produce attendance register analysis for the headteacher each week and to highlight any immediate concerns to them. Produce letters to parents as required.
- Be responsible for ensuring the smooth management of breakfast club bookings and payments
- Maintain manual and computerised records, including pupil and parent information on MIS
- Organise and manage running of extra-curricular clubs
- Undertake word-processing, Excel and other IT based tasks
- Use appropriate IT to record, monitor and produce reports on pupil attainment and send statutory and other data to the DfE and LA by given deadline
- Assist with any external digital programmes the school uses, ensuring pupil information is up to date
- Carry out routine financial and administrative tasks
- Manage the photocopier and ensure it remains in good working order
- Manage the administration around school visits and journeys, book transport and venues providing appropriate support to teachers
- Support with the production of any newsletters or outwards communication
- Manage the school diary, ensuring that necessary arrangements for events take place
- Manage communications systems for the school
- Carry out administration for swimming lessons and music tuition
- Liaise with school uniform provider to ensure service continues to fulfil requirements

Admissions and Leavers

- Carry out all administration for admission of new pupils, both rising five and in-year
- Ensure all documentation is completed in respect of leavers and pupil transfers

Website

- Update the website with school news and information including the calendar of events on a weekly basis
- Ensure that the website is compliant with documentation as required by OFSTED
- Check that all documentation is in date and that the relevant staff are informed in good time of updates that are required
- Liaise with the governing body regarding website compliance

Pupil welfare

- Administer First Aid and medicine to pupils as required, in keeping with the school policy and order first aid supplies as necessary
- Liaise with parents/carers regarding pupil sickness or injury

Health and Safety

- Ensure accidents are recorded and reported in accordance with regulations
- Ensure risk assessments and other Health and Safety legislation fulfilled
- Act as Display Screen Assessor for the school's display screen users

General

- To participate in the performance review process, taking some personal responsibility for the identification of training in discussion with line manager
- To comply with individual responsibilities, in accordance with the role for health and safety in the workplace
- To maintain total confidentiality in all matters relating to school
- Act in accordance with the school's policies and procedures for Safeguarding and Child Protection, reporting any child protection concerns immediately to the designated person
- To contribute to the overall ethos/work aims of the school
- Comply with all relevant legislation and school policies

EQUAL OPPORTUNITY The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

This job description was last discussed and agreed on:

Signed:

PM Line Manager

Signed:

Staff member