School Administrator Job Description

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| **Name:**  | **Starting Date:**  |
| **Salary Grade: E4-6****£24,404.00 - £25,183.00 FTE**£19,767.98 - £20,399.00 Actual | **Status of Post: Part time, Permanent**35 Hours a week39 Weeks per year |
| **Responsible to: Office Manager** | **Review Date:** |
| **Responsibilities:**  | **Base:** |

**Core Responsibilities**

* To provide efficient and effective school administrative support to the school and its leadership team.
* Provide administrative support for travel arrangements and use of school premises.
* Assist with pupil welfare, such as first aid, school trips and events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.
* Undertake a range of appropriate administrative duties to facilitate and support the work of the school, under the direction of the Office Manager and SLT.
* Allocating, monitoring and managing resources.
* Co-ordinate the provision of stocks of resources and office supplies to minimise waste and maintain the effective operation of the school.
* Arrange orderly and secure storage of supplies to ensure a safe working environment.
* Maintain attendance/absence data on Arbor in order that regular reporting is carried out.
* Maintain up to date pupil data on Arbor.
* To undertake administrative tasks at request of the SENCO related to EHCP reviews.

**General Administration**

* Liaise on behalf of the school leadership team with outside agencies as required, including making outgoing telephone calls as required and requested.
* General school reception duties which may include telephone, reception and post duties, and other administration tasks such as filing, photocopying, greeting and welcoming visitors to the school, signing in and out, receiving, opening and distributing incoming mail and despatching outgoing mail, and replying to emails.
* Greeting visitors and asking for ID, checking DBS certificates.
* Deal with enquiries from staff, governors and external agencies.
* Plan, co-ordinate and implement the school diary and headteacher’s diary and meeting schedules to ensure that business is completed within agreed standards and meets the school's requirements.
* Preparation and submission of returns, information and forms for various internal and external organisations.
* Production of a range of detailed documents to meet the needs of the school team.
* Filing and retrieving records, setting up and operate basic filing and retrieval systems for the school to support efficient record management and compliance with data protection/ GDPR requirements
* Record Keeping, maintaining a wide range of manual and computerised records/management information systems to meet agreed service standards and support efficient school management
* Provide administrative and/or secretarial support, including travel arrangements, use of school premises, collating reports, to meet the school's administrative requirements.
* Assist with pupil welfare, such as first aid, school trips and events, liaising with appropriate colleagues and acting within agreed policies and procedures to meet the needs of the school.
* Participate in team development activities and assist colleagues when appropriate to support the achievement of individual and team performance and development objectives.
* Co-ordinate the provision of stocks of resources and office supplies to minimise waste and maintain the effective operation of the school.
* Arrange orderly and secure storage of supplies to ensure a safe working environment.
* Handing out and recording minibus keys and phones.

 **Support for the Trust:**

* Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Establish and maintain effective working relationships with professional colleagues.
* Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
* All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties. Some travel between the sites of the Trust may be required.
* This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

 **The post holder may be asked to complete other such duties as may be appropriate to achieve the objectives of the post to assist the school achieve its targets and fulfilment of objectives commensurate with the post holder’s salary grade, abilities and aptitudes.**

**The post holder must, at all times, carry out their responsibilities with due regard to school policy, organisation and arrangements under Health and Safety at Work and equal opportunities.**