



## Job Description: School Administrator

<b>Section:</b> Management and Administration	<b>Date:</b> October 2020
<b>Responsible to:</b> SBM/Headteacher	

### Job purpose

Under the direction/instruction of the SBM and Headteacher, facilitate the smooth running of the school office engaging with all stakeholder.

### Major tasks:

1. Promote and participate in a culture of Safeguarding at all times.
2. Promote and participate in a culture of Health and Safety at all times.
3. Promote and participate in equality as an integral part of the role and treat everyone with fairness and dignity.
4. Promote and participate in a culture of confidentiality and adhering to GDPR protocol.
5. To develop and maintain a generic skill set that allows the Federation to employ your skills, abilities and experience across the Federation and its formal partnerships as needed.

### Organisation:

6. Undertake reception duties, answering general telephone and face to face enquiries, operating the various IT/MI systems and signing in visitors in accordance with school policy.
7. Assist with pupil first aid/welfare duties, accurately recording accidents/incidents, liaising with parents/staff and lead in contacting the appropriate services and parent as necessary.
8. To ensure all information/messages/correspondence is passed appropriately and timely to its intended recipient.
9. To ensure families are kept appropriately informed of all relevant information in a timely manner.
10. Assist in arrangements for visits by outside agencies and other organisations.
11. Assist in the arrangements for school activity clubs including sourcing, timetabling and organisation.
12. Assist in booking school trips and associated administration for the trip to proceed.
13. Provide reports/MI when requested.
14. Operate a clear desk policy within the school office.
15. Assist in the overall physical environment of the school.

### Administration: To include but not limited to

16. Manage admission/exit of pupils.



17. Maintain/promote school academic year groups/records.
18. Manage admissions waiting lists.
19. Manage pupil attendance/non-attendance.
20. Manage pupil meals.
21. Manage manual and computerised record/information systems including updating the google calendars and diaries.
22. Provide routine clerical support e.g. photocopying, scanning, filing, emailing, complete routine forms, create/update/administer I.D. badges.
23. Maintain manual and computerised records/management information systems including updates to student details and staff records.
24. Assist with purchasing/financial records.
25. Sort and distribute and post emails/mail in a timely, efficient and where required, confidential manner.
26. Undertake routine administration e.g. registers/absence recording/school meals/end of day routine/development day applications/clubs map/registers/administration.
27. Maintain/update the school website.
28. Maintain/update staff training matrix.
29. Maintain/update school minibus/driver requirements.
30. Promote the school where applicable with local media.
31. Assist school parent association (FOSTA) where required.
32. Operate office equipment e.g. photocopier, computer, software.
33. Arrange orderly and secure storage of supplies, including the management of stationary.
34. Undertake routine financial administration e.g. dinner money, clubs and trips money and undertake the initial debt chasing process.
35. Monitor and manage stock (including stationary) within an agreed budget, cataloguing resources, undertaking audits and reporting back to Financial Managers and the SLT.
36. Maintain all central Medical Records for all pupils and staff.
37. When necessary, support the school in other areas.
38. A general awareness and willingness to help out where and when needed and to promote a clean and tidy working environment throughout the school.
39. Assist with management of hall lettings.
40. Assist with fire marshalling.
41. Archiving in accordance with relevant policy.

### **Responsibilities:**

42. Promote and participate in a culture of Safeguarding at all times.
43. Support the aims, values, mission and ethos of the federation and participate in a team approach to all aspects of school life and maintain confidentiality in all aspects of the job role.
44. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
45. Be aware of and support difference and ensure equal opportunities for all.



- 46. Contribute to the overall ethos/work/aims of the school.
- 47. Appreciate and support the role of other professionals.
- 48. Attend and participate in relevant meetings and school development days as required.
- 49. Participate in training and other learning activities and performance development as required.

**Generic quality statement:**

The Federations expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding:**

The Federation is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality:**

All employees are expected to treat others with dignity and respect.

**Health and Safety:**

The Federation has a duty to protect employees and all employees have a duty to protect themselves and others from harm as is reasonably practicable.

**Expectations:**

The Federation promotes high expectations. Staff are expected to conduct themselves in a professional manner and in accordance with school policy. This includes, but not limited to time keeping, dress code, mobile phone policy.

**Data Protection and ICT Security:**

All employees are required to ensure that any information or data complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder it is liable to variation by management to reflect and anticipate changes to the job. As a term of employment the post holder may be required to undertake other duties in this post, or following consultation, any other post in the Federation.

Signed .....

Dated .....