

Holy Cross Catholic Primary School



Job Description for School Administrator/Receptionist

Salary scale £22369 - 24054 Pro Rata

Responsible to the Headteacher

Job Purpose

To ensure effective operation in the day to day administrative functions that the school needs to provide.
To contribute to the planning, development and organisation of support service systems, procedures and policies.

Major Tasks

1. Understanding the strategic direction of the school and the part the administrative team play in it through:
 - Supporting and contributing to the Catholic ethos and aims of the school, ensuring that the 'welcoming face' of the school consistently and continually promotes this ethos
 - Working in partnership with other team members to ensure the administrative function of the school works well
 - Ensuring that the Health and Safety of pupils, staff and visitors are of the utmost importance
 - Maintaining the School's Information Management System ensuring accuracy including working with the SENCO to ensure appropriate designation of children
 - Maintaining and develop the communication systems between the school, the parents and the wider community
 - Supporting the curriculum through the organisation of extra-curricular activities (trips, visits and clubs)
 - Supporting the management of contract administration and service assessment where appropriate
 - Maintain confidentiality at all times
 - H&S duties; Accident reporting, liaison with SOSA, School Fire Marshall, administration of medicine
 - Participate in training and other learning activities and performance development as required.
 - Any other duties which may from time to time be considered appropriate by the Head teacher or Governing Body.

Job Activities

1. Attendance registers and pupil records
 - Confirm attendance records on a weekly basis (correct codes entered and attendance figures)
 - Process holiday requests and other times when pupils may be absent from school
 - Manage procedure for pupil absenteeism if no reply after 9.30am.
 - Produce reports for attendance monitoring

- Update records and registers, including Summary register, when changes in personal details and addresses occur (staff & pupils)
- Deal with leavers, sending on any relevant information to the new school.
- Deal with children transferring to their next school at the end of the academic year, and using the SIMS package send relevant information to the receiving schools. (Process 'Form 7' annually)
- Delete pupil's information from school records.

2. Requisitions and Accounts

- Maintaining FMS:
 - a. Ordering a variety of goods and suppliers (*Admin Assistant back up*)
 - b. Arrange for the payment of invoices (*Central Assistant back up*)
- Maintaining records relating to the Debit Card, including on FMS and the Debit Card Log.
- Operate and maintain local cheque account and arrange for re-imbursement as and when required.
- Receive money in connection with school activities, trips, outings, after school clubs, etc. and bank as necessary. Maintain accurate payment records and chase outstanding payments as required through the Tucasi system.
- Arrange payment for school activities as required
- Enter all receipts from staff and payments made in to FMS
- Arrange reimbursement to staff where necessary

3. Other Financial Matters

- Liaise closely with the School Business Manager
- Arrange for the purchase of postage stamps
- Receive any monies raised in connection with charitable fund raising activities and arrange for money to be sent to charity (*Admin Assistant and Bursar back up*)
- Invoice and collect payments for lettings

4. Communication

- Preparation and support of publication of weekly newsletter, proof reading, gathering information from a wide range of sources, etc.
- Manage text service to parents
- Liaise with media for publicity
- Maintaining school website and social media (Facebook – join members, post letters, etc.)
- Weekly meeting with SLT to review the week and prepare calendar for the following week

5. Extra-curricular activities (trips, visits, clubs)

- Maintain a register of trips planned and completed
- Organise transport and support teachers where needed with trip organisation
- Maintain a register of current and past clubs
- Maintain payment records

6. School Meals and associated documentation (*Admin Assistant back-up*)

- Maintain dinner registers enabling clear recording of the children taking school lunch
- Liaise with kitchen on a daily basis with regard to the provision of school meals
- Complete meal returns for pupils, staff and visitor meals and agree with kitchen manager
- Maintain pupil payment records including chase outstanding/non-payment of meals, making refunds, etc. ensuring School Cash Office is accurate for school meals data
- Bank school lunch money
- When necessary prepare and maintain lists of those entitled to free school meals and issue application forms to parents as necessary.

7. General office duties

- Be the 'welcoming' face of the school, receiving all visitors promptly and courteously
- Assist all visitors and professionals as required upon their visit to the school
- Take phone calls made to the school, logging messages, making appointments etc. Pass messages on to appropriate staff
- Manage post and general office duties including typing at the request of the HT or Leadership Team
- Manage emails; forward and/or respond on behalf of the school as appropriate
- Manage 'change of arrangements' for pupils
- From lists provided by the district health authority, prepare medical and dental programme. Notify parents and teachers concerned.
- Complete necessary forms and submit to LA in respect of the notification of infectious diseases.
- Complete school census and Catholic census.
- Maintain filing system including SEN filing.
- Use photocopier and maintain supplies. Arrange maintenance etc.
- Log maintenance issues in Every for the Site Manager
- Update the school calendar

Signed: Date.....