

JOB DESCRIPTION

School	HILLESLEY CE VA PRIMARY SCHOOL		
Job Title	Administrator	Grade	4 (7-10)
Post holder	Advertised		

Main purpose

The School Administrator is responsible for overseeing the daily administration of the school office. They are also responsible for administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment
- Create a professional and welcoming reception for all visitors and parents and ensure that all visitor checks and health and safety processes are in place to monitor entry in and out of the school

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required (including Census returns and DfE data submissions)
- To maintain the Single Central Register and to manage DBS and safeguarding checks
- Provide personal, administrative and organisational support to other staff
- Oversee and organise the management of admissions procedures in line with GCC Admissions and Diocese of Gloucester, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Manage the induction process for new pupils
- Book training courses for staff
- Manage bookings and all associated paperwork and administration for Breakfast Club and After School Clubs
- Manage bookings for lunches and liaise with kitchen each day regarding orders
- Liaise with Clerk to Governors and Headteacher regarding paperwork for Governor meetings as required
- Liaise with the Finance Administrator as necessary

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. SIMS, ParentPay, Google, Wonde)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with production of materials for marketing and promoting the school
- Manage service contracts (Caterlink, IT, Copier lease etc)
- Assist with the organisation of premises repairs under the direction of the Headteacher
- Assist with booking premises contractors if required
- Manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

PRINCIPAL CONTACTS Head, Governors, School Staff (Finance Administrator, Teachers, TAs and other Support Staff), Pupils, Parents, Visitors, LA Departments, Suppliers, Contractors