

School Administrator
JOB DESCRIPTION
Grade 2 (scale point 11-19, £17,007-£19,446)
November 2018

Responsible to: School Office Manager

1. Main purpose of the role:

- To be the face and ambassador of the school. To be responsible for the day-to-day running of the school office through the provision of reception and administration duties.

2. Main duties

2.1 Reception

- Receive, sign in and deal with or direct pupils, parents and other school visitors as appropriate
- Sign pupils in and out of school, in relation to late arrivals, medical appointments etc.
- Organise receipt of pupil's personal belongings such as late lunch drop-off, medical supplies etc.
- Ensure all ID and DBS checks are carried out on all visitors
- Answer the telephone, screening and directing calls as necessary. Take and relay messages and provide information to callers as required
- Make written and verbal communications via telephone, letters and email to deal with general and more detailed enquiries from all stakeholders
- Receiving and distribution of post
- Ensure Reception is manned at all times
- Operation of door and gate systems to ensure the safeguarding of pupils
- Receive goods inwards and arrange the return of goods if required
- General housekeeping, ensure that the reception area is maintained and presentable at all times

2.2 Administration

- Process school pupil admissions and update relevant managements systems
- Maintain the school management information systems, including the enrolment of pupils and ensure accurate and up to date data is available for all pupils and staff
- Monitor and report on pupils' attendance including producing associated reports
- Contribute to the management of the single central record as appropriate
- Administer educational visits including assisting in the organisation and collating of all required paperwork
- Assist with cash collection and banking in relation to educational visits and snack and dinner money
- Input date on to Free School Meal Checker
- Process financial transactions and reconciliations in relation to educational visits and snack/dinner monies in line with financial procedures
- administration of the school census as appropriate
- Liaise with stakeholders to ensure an efficient and effective service.
- Initiate/draft letters and documentation to parents as appropriate
- Photocopy or print batched items for the whole school, including preparation of exam packs
- Monitor and review school waiting lists and make contact with prospective parents when necessary

PERSON SPECIFICATION

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL / DESIRABLE	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience in a general administration.	AF/I
	Experience of Microsoft Suite, including, Word, Excel, Outlook is essential.	AF/I
	Experience of working with confidential data.	AF/
	Experience of working in a primary school environment would be desirable.	AF/I/
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I/
	Ability to work as part of a team	AF/I/
	Ability to complete work to the required standards of accuracy and presentation	AF/I/
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum supervision	AF/I
	Knowledge of standard office procedures	AF/I
	Ability to work under pressure and be able to meet deadlines.	AF/I
	This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.	AF/I
TRAINING	Willing to undertake job related training	AF
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	A* - C in GCSE English or equivalent	AF
OTHER	A commitment to safeguarding and promoting the welfare of children and young people.	I
	A commitment to our students and their learning, wellbeing and safety.	I