



JOB DESCRIPTION

Job Title:	Administrator
School:	St Nicholas CE Primary School
Reports To:	Head of School
Grade:	4
Employment Status:	Permanent
Hours of Work:	Full Time – 35 hours per week
Job Purpose	To provide efficient, effective and confidential secretarial and administrative services to the Headteacher, Leadership team, Governing body and The Keys Academy Trust
Departmental/Team Purpose:	The purpose of the school is to meet the educational needs of children and young people within the local community

Summary of Main Contacts.

- Parents
- Staff
- Visitors
- Governors
- Other professionals
- Pupils
- The Keys Academy Trust
- Wokingham Borough Council

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Undertaking regular training to keep up-to-date with current legislation



Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Provide full range of secretarial support to the Head of School and Senior Leadership Team having responsibility, ensuring all sensitive material is handled with complete confidentiality.
2. To deal with parental, staff, governor and pupil enquiries, and act as a link between them and the teaching staff having a high regard for confidentiality, tact and diplomacy.
3. Be responsible for the school calendar, answering the telephone, filing, preparing reports and letters and other general administration duties as required.
4. Being responsible for attendance, including the maintenance of registers and absences through the pupil database and alerting the Head of School to significant issues of absence. Managing the administration of new pupils and leavers and maintaining the School Information Management System (SIMS) pupil database including Target Tracker and Evolve, ensuring an up-to-date and accurate emergency contact list for all children. Setting up the new academic year in SIMS and Tucasi SCOPay
5. Working with the SLT to manage communications including the weekly newsletter and the school website.
6. Reporting – completing returns as required for Trust, LA and government for statutory and other purposes (i.e Pupil Census and Assessments)
7. Managing bookings e.g. clubs; music teachers; photographers; supply cover; trips; school nurse visits; parents' evenings.
8. Co-ordinating school trips using EVOLVE software and ensuring pupil data is up-to-date
9. Managing Tucasi SCOPAY for recording daily dinners, inputting trips to allow payments, chasing overdue payments, setting up parents' evenings and sending parent email communications
10. Ensuring Health & Safety procedures adhered to e.g. fire evacuation; first aid, medicines and welcoming and maintaining secure procedures for admitting visitors to the school, signing in and checking out visitors' IDs and issuing of visitor badges.
11. To establish clear and efficient systems in order to develop and maintain an efficient office.
12. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.



PERSON SPECIFICATION

Knowledge/Qualifications:

- Educated to GCSE/A-level standard/ NVQ level 2 or equivalent
- Knowledge of SIMS or other pupil database packages would be ideal but not essential

Skills/Abilities:

- Excellent interpersonal skills
- Excellent communication skills
- Excellent written communication with a good command of English.
- Polite and positive telephone manner
- Excellent organisational skills – able to prioritise workload
- Excellent attention to detail
- Ability to identify needs quickly and deal with queries that may be routine or that involves dealing with complaints and difficult situations.
- Confidentiality and sensitivity, including internet safety are paramount to this post
- High level of proficiency with Office 365 and pupil databases
- Able to work independently but also as part of a team
- An ability to speak with confidence and accuracy

Experience:

- At least one-year administration or secretarial experience in a similar office-based role. Experience in a school office environment ideal but not essential.

Personal Qualities:

- A flexible approach to work
- A sense of responsibility and integrity
- Tact and diplomacy
- Resilience, problem-solving and using your own initiative

Special Factors:

To attend relevant, appropriate training courses during working hours if necessary.