



## JOB DESCRIPTION

### School Administrator

<b>Job Title:</b>	School Administrator	
<b>School:</b>	St Nicholas CE Primary School	<b>Salary:</b> £25,584 - £27,269 (FTE, subject to pay body review) <b>Actual Salary - £8,078-£8,610</b>
<b>Reports To:</b>	Head of School	
<b>Grade:</b>	4	
<b>Employment Status:</b> Permanent/Part time/ Term time only		
<b>Hours of Work:</b> Part Time – 14 hours per week – 2 days per week (Monday and Tuesday) 8:15 am to 3:45 pm		
<b>Job Purpose</b> To provide full general administration support to the school and assist with resolving enquiries.		
<b>Departmental/Team Purpose:</b> The purpose of the school is to meet the educational needs of children and young people within the local community.		
<b>Organisation Chart:</b> <div style="text-align: center;"><pre>graph TD; A[Head of School] --&gt; B[School Administrator]</pre></div>		

## Scope

### Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

### Staff Responsibilities

NONE

Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:

### Management of Physical Assets

Nature of physical assets directly controlled, (eg. children's home):

NONE

Details of service contracts managed:

### Summary of Main Contacts.

- ✦ Parents / Carers
- ✦ Teachers /TA's
- ✦ Governors
- ✦ Other school staff
- ✦ Other professionals
- ✦ Pupils
- ✦ The Keys Academy Trust

## 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.

## **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. Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, emails, reports etc. Receive, distribute mail and deliveries.
2. Acting as school receptionist, meet all visitors to the school, deal with general parental enquiries by telephone, taking messages and referring matters which are not of a routine nature to the appropriate person.
3. To be responsible for the typing, updating, photocopying and the distribution of reports/forms e.g. school policies, school prospectus etc.
4. To be responsible for issuing and recording lanyards for visitors inline with the school safeguarding processes.
5. Maintain up to date pupil details in Arbor.
6. Responsible for administration of school dinners in Arbor. Dealing with the dinner registers, daily reports for kitchen, and weekly reconciliation reports for Caterlink. Communications with parents in relation to catering e.g. new menu's and menu changes.
7. Manage the school admissions for all new starters and leavers in liaison with Wokingham Borough Council.
8. Produce weekly required reports for Wokingham Borough Council, such as admissions data
9. Manage the production of the fortnightly school newsletter.
10. Organise school visits/events, school photographer etc. Responsible for the administration of trips using the Arbor and Evolve systems
11. To be responsible for parent communication administration on Arbor. Act as the initial contact point for parents and staff in resolving administrative issues.
12. Responsible for setting up Parent Evening consultations twice a year through Arbor
13. To be responsible for website administration.
14. To be responsible for maintaining and producing fire lists as appropriate in the event of a fire evacuation, assisting in the roll call of staff and visitors.
15. To be a qualified First Aider. To be responsible for maintaining stock for first aid room and boxes. Maintain annual medical permissions and the log of medication expiry dates. To be responsible for the storage and recording of all pupil medication and administering as required.
16. Liaise with the School Nursing Team to arrange appropriate visits.
17. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
18. Attend appropriate training courses.
19. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.