

**Job Description – Senior Administrator
Scale 6 (Spinal Point 18 – 22)**

**36 hours per week – 08:00 – 16:20 (1-hour lunch each day)
Term Time Only (39 weeks per year)**

Pro-rata salary range - £24,552 - £26,364 per annum

Reports to: Headteacher and Schools' Business Manager

Responsibilities:

To provide an efficient administrative service to meet the needs of the school. To work as a member of the team.

- The Postholder is responsible to the Schools' Business Manager for his/her duties and areas of responsibility
- The Postholder will oversee the day-to-day operation of the main school office and its staff
- The Postholder will interact on a professional level with all colleagues and establish and maintain good working relations in line with the school's expectations
- The Postholder will respect confidentiality
- The Postholder will always maintain a calm, positive and professional approach when dealing with staff, visitors, telephone enquiries and communicating by email
- The Postholder will maintain a tidy organised office environment conducive to efficient working practices
- The Postholder will attend relevant training and information sessions to keep up to date with current developments

Duties

- To be the initial point of contact for enquiries by telephone or in person, advising staff, parents, pupils, students, etc. on administrative procedure and on appropriate sources of help/information
 - Ensuring records are kept confidential and information is maintained in line with the Data Protection Act and other legislation (GDPR)
 - To produce school documentation including letters, booklets, reports, etc ensuring confidentiality where appropriate
 - To send communication via the schools' MIS and maintain the school website
 - On a daily basis check the schools' e-mail account and forward to relevant staff.
 - To oversee the schools' post book and ensure that mail is sent promptly and with appropriate postage. Liaise with cash collection and other security agencies as appropriate
 - To develop and maintain physical & electronic filing systems for all information to meet the needs of the school
 - Preparing the schools newsletter and correspondence for school events
 - To keep appropriate senior staff informed of administrative issues and procedures, including those directed by the LA, as appropriate
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- To maintain parents reference file & MIS profiles, e.g. letters sent home for EYFS and KS1
- To maintain texting system and send out messages to staff and parents as and when required
- Liaise with teaching staff and book interpreters and prepare parent consultation meetings etc.
- To arrange and organise the school photographer and support welfare staff with NHS on site visits
- To participate, with the Headteacher's direction, in the procedures relating to the election of School Governors
- Provide personal support to the Headteacher in organisational matters, composing, preparing and typing correspondence and documentation as required
- Update the online school calendar
- To assist the Schools' Business Manager with the smooth running of the office as required

Management System

- Assist the admissions officer in the school's admission process
- Use ScholarPack to complete statistical calculations on pupil numbers, transfers, admissions
- To undertake all clerical procedures associated with end of key stage SATs tests and follow the guidance booklet ensuring all timelines are met
- Input end of year data
- Work with EYFS Leader to prepare for reception intake compiling all necessary records
- To support the completion of the termly and annual census.

Finance

- To prepare order with suppliers in line with financial procedures
- To chase up orders with suppliers
- To manage and maintain the Parent Pay system
- Chase up school dinner money debts, sending reminders where necessary and maintaining records via parent pay
- To manage, monitor and maintain Free School Meals
- Purchase sundry items e.g. refreshments for training days, functions etc
- To support educational visits ensuring all relevant paperwork is completed – and ensure best value
- To manage, monitor educational visits and extended school journey income,
- To be the initial point of contact for enquiries by phone or in person for parents who wish for their children to attend Breakfast or After School clubs, liaising closely with the Extended Schools managers to ensure the spaces are appropriately appointed.
- Maintain Breakfast Club & After School Club registers/charges
- Raise invoices for parents on a half termly basis.
- Maintain spreadsheets for payments and banking all monies received for extended schools clubs
- Follow up debtors and send reminders when required.
- When required to manage, monitor and administer the collection of staff money
- To support the ordering of food for breakfast club and other events held in school

Safeguarding

- To ensure safeguarding procedures are followed to promote the welfare of all children.
- To follow the schools safeguarding procedures, ensuring all visitors are made aware of the school's child protection officers and safeguarding statement

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Office Manager or Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. To ensure safeguarding procedures are followed to promote the welfare of all children.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
