

## JOB DESCRIPTION

### POSITION: School Administrator

#### JOB OVERVIEW

##### Summary of role

The role of the School Administrator is to support the setting's administrative needs and requirements. A busy varied role covering multiple aspects of school life.

Reports to: Headteacher

Reports in: None

KEY TASKS	Essential Responsibilities
	<p>Processes/systems in place by ILG:</p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Management Information Systems</li> <li>3. Health &amp; Safety</li> <li>4. School trips &amp; events</li> </ol> <p>Action all stages as per process.</p> <p>Other key activities:</p> <p>Front office administration (emails, phone, door, post)</p> <p>Customer service</p> <p>Attendance</p> <p>Census</p> <p>Appointed First Aider for the School</p> <p>Training Matrix</p> <p>Support for Head</p> <p>Support for the Senior Leadership Team</p> <p>Hiring of School Facilities</p> <p>Wisepay transactions</p>
	<p><b>Supplementary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Support for teachers</li> <li>• Supporting the administration of clubs</li> </ul>
	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Coordinate and maintain an up to date School Calendar</li> <li>• Co-ordination, editing, proof reading and publication of ATL grades and end of term reports in a timely manner</li> <li>• Providing secretarial and clerical support to the Senior Leadership Team and other school staff including the Catering department</li> <li>• Co-ordination of online and face to face Parents Evenings</li> </ul>

- Lead on the lettings of the School's facilities using School Hire software and assist with the preparations for School events, projects and functions
- Maintaining school training records and other logs as required
- Reception duties, including prompt answering of the phone and door
- Meet and greet visitors and prospective parents
- Producing documents using word, excel, desktop publishing or other software
- Maintaining Head Teacher's diary
- Prepare agendas and attend, taking minutes, of all meetings as directed by the Head, and typing for distribution
- Photocopying, laminating, filing, binding etc as required by the Head
- General clerical duties including mail, liaison with accounts department, raising purchase orders etc
- Co-ordinating school travel arrangements including maintaining transport lists, liaising with external coach companies, and assisting with emergency travel arrangements when required
- Coordination of the transmission of information between the school and parents and vice versa
- Completion and filing of annual CENSUS applications
- Weekly newsletter

#### **Management Information System**

- Take a lead in ensuring information and data kept on the school MIS (ISAMS, Evolve, Family, Wisepay, School Hire) is up to date and accurate and easily accessible to all members of staff

#### **Single Central Register of Appointments**

- Assist in the maintaining of the single central register of appointments and the maintenance of staff personnel files
- Carry out of all statutory checks of school staff including DBS checks/barred list/list99/EU
- Checks and any other necessary checks
- Safer Recruiting and Single Central Register administration
- Maintain medical records, if applicable

#### **School Events**

- Coordinate arrangements for school trips including transport, venues and correspondence with parents or guardians
- Ensure class teachers are kept up to date with any information received from parents
- Coordinate arrangements for school events such as school photographs including booking, correspondence, coordinating rooms and pupil attendance and distribution of photographs

#### **Marketing**

- Will assist Headteacher/Head of Nursery in preparation and distribution of all marketing resources
- Will meet prospective new parents in a friendly and professional manner, when the Registrar is not available

#### **Health and Safety**

- Maintain the aspects of property matrix on weekly fire checks, termly fire drills, water testing
- Coordinating of annual maintenance checks such as gas safety certificate, PAT Testing and fire alarm checks

### General

- Ensure that operational procedures and policies are fully understood and consistently followed.
- To maintain confidentiality in all dealings with the school.
- To maintain confidentiality in all dealings on behalf of the Headteacher and School Governors.
- Communicate effectively with parents and other visitors to the school.
- Actively contributes and participates as part of the team, attending team meetings and activities.
- Always behaves and dresses in a professional manner.
- Maintains workspace in a neat and presentable manner, in keeping with professional expectations.
- Will actively assist in the application of health and welfare policies and procedures including tending to sick/injured children where appropriate.
- Designated first aider for the school
- Ensure full support is given in readiness of school inspection

### Pupil contact

- Adheres to all policies and procedures in relation to the safeguarding of children, reporting any suspicion of abuse or neglect to the DSO
- Be the designated First Aider
- Make arrangements for sick children
- Maintain accurate medical records, where necessary
- Provides a friendly, caring and relaxing environment in order to encourage and develop children
- Appropriately consoles children if they get upset

### Self-management

- Perform any ad hoc duties as required.
- Personal safety and safety of colleagues.
- Attend training courses to further personal development.
- This job description may be amended at any time following discussion with the Head Teacher and will be reviewed annually as part of the performance management process.

### Principal Working Relationships

- Internal: Headteacher, Deputy Head ILG Head Office
- External: Parents

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• NVQ is Business Administration or equivalent</li> <li>• 2+ years clerical experience</li> <li>• Good standard of education - including English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Honours degree</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience within general office/clerical environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with in a school environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of importance of working in a confidential setting</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• Excellent computer skills including knowledge of MS Word, Excel and Outlook Ability to work with figures accurately and within a spreadsheet environment Ability to work to deadlines.</li> <li>• Excellent interpersonal and communication skills, both written and oral Good organizational skills</li> <li>• Ability to work on own initiative, with minimal supervision Ability to work under pressure and meet competing deadlines Accuracy and attention to detail</li> <li>• Ability to respond positively and constructively to changes in work requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within financial administration environment</li> <li>• Experience of a school environment</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>✦ Be an effective team player that works collaboratively and effectively with others</li> <li>✦ Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>✦ Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>✦ Suitability to work with children</li> <li>✦ Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>✦ safeguarding and child protection equalities</li> <li>✦ promoting the school's vision, values and ethos</li> <li>✦ high quality, stimulating learning environment</li> <li>✦ relating positively to and showing respect for all members of the school and wider community</li> <li>✦ ongoing relevant professional self-development</li> </ul>	

I have read and understood the responsibilities for the position of School Administrator. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the nursery and will operate the nursery within the legislative parameters set by the relevant bodies.

<b>Name:</b>			
<b>Signed:</b>		<b>Date:</b>	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).