|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB TITLE** | School Administrator | | | | |
| **RESPONSIBLE TO** | Headteacher | | | | |
| **SUPERVISES** | N/A | | | | |
| **GRADE** | 5 (1 form entry school) | Hours | 35 | Weeks | 39 |

|  |
| --- |
| **JOB PURPOSE** |
| This key role is responsible for the effective and efficient delivery of financial and administration support in a busy primary school office supporting the Headteacher and school staff. |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
|  | **H&S** |
|  | Complete accident reports |
|  | Issue compulsory documents to staff on Smartlog and address non-compliance |
|  | Issue appropriate training to staff on Smartlog and address non-compliance |
|  | Act as the First aid appointed person (ensuring all first aid boxes are fully stocked and ordering of equipment when necessary/checking defibrillator on a regular basis and ordering new pads/batteries when needed) |
|  |  |
|  | **Finance** |
|  | Accept goods and checking deliveries |
|  | Order goods and services (including swimming, coaches etc) via purchase order (Sage) or online (purchase card) |
|  | Input purchase card transactions and purchase ledger invoices onto Sage |
|  | Record incoming funds in Sage (cash book or sales ledger) and preparing banking |
|  | Make payments: Purchase ledger and cash book |
|  | Manage lettings and room bookings: taking enquiries, raising invoices, checking compliance with booking requirements. Liaison with out of hours/clubs |
|  | Use credit control procedures to monitor and chase outstanding debts |
|  | Ensure bank, purchase card statements, supplier statements are reconciled correctly |
|  | Maintain financial records for nursery and out of hours services |
|  | Assist teaching staff/Educational Visits Coordinator with the process of costing educational visits |
|  | Oversee online payments system |
|  | Maintain all financial records and provide information to the Trust on request for internal and external audit |
|  | **Staffing and Personnel** |
|  | Administer starter and leaver processes including relevant paperwork and personnel file maintenance - including vetting checks and HR system (SAMpeople) admin |
|  | Maintain and update staff records in school MIS and HR systems |
|  | Record staff absences in school MIS, Payroll and HR Systems including unpaid leave if appropriate |
|  | Maintain the school's Single Central Record |
|  | Carry out DBS checks for staff, governors and volunteers |
|  | Support the school and workforce census reporting |
|  |  |
|  | **Pupil records** |
|  | Maintain Pupil registers; checking registers in school MIS daily and adding comments for absences/lates |
|  | Maintain Dinner registers; checking all lunches are recorded and reporting numbers to the kitchen |
|  | Input new pupil starters - dealing with relevant paperwork (i.e.. Pupil starter form, medical information request etc/liaising with class teacher/creating pupil record file) |
|  | Manage School MIS - pupil data; contacting previous school, inputting information ensuring that any SEN/FSM/LAC/allergies, medical information are correct and up to date |
|  | Maintain School Admissions Module (SAM) admin; monitoring applications for new reception pupils, monitoring and updating class numbers, monitoring and downloading FSM information |
|  |  |
|  | **Communications** |
|  | Welcome and manage visitors and callers professionally to the School dealing with enquiries whilst maintaining confidentiality and security requirements |
|  | Manage general communications with parents including phone calls, text messages and simple website updates |
|  | Manage School health - (weighing & measuring/vaccines); liaising with school health, ensuring space provided for sessions, liaising with staff for timetables |
|  | Manage School/class photos; liaising with provider, ensuring space provided for sessions, liaising with staff for timetables |
|  | ID badge making, informal photographs, school social media, liaison with Trust media manager |
|  | Trouble shooting issues with and updating electronic systems e.g. CPOMs, SAM, parents' evening bookings and minor IT issues in school, liaising with relevant support services, including Trust |
|  | Administration of digital resources (e.g. curriculum websites with individual pupil access) |
|  | Attending to copier problems; paper jams/checking paper stocks/contacting contractor when needed |
|  |  |
|  | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
|  | To actively promote the safeguarding and welfare of pupils at all times |
|  | Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/CEO up to, or at, a level consistent with the Main Responsibilities of the job. |