

JOB DESCRIPTION

POST: School Administrator	
GRADE: Band 4 SCP6 (£10,706)	
RESPONSIBLE TO: Head Teacher	
STAFF MANAGED: None	
JOB PURPOSE: Administrative and receptionist duties – promoting a welcoming environment; promoting and supporting effective communication with school and parents, promoting and supporting effective day-to-day organisation within school	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Administration	• To undertake word-processing tasks in an accurate, quick and efficient manner. • Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision. • To undertake routine financial administration e.g. collecting and recording dinner money, school trips, afterschool clubs etc. in preparation for banking. Processing invoices through the school's Agresso system. • To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, Parentpay, SIMS, Agresso and Teachers 2 Parents and use the internet as appropriate. • Provide administrative support duties including, photocopying, filing, laminating, completion of forms, registers, school meals and educational visits. • Arranging school photographs and dealing with administrative aspects relating to ordering and distribution. • Dealing with orders and distribution of school uniform • To sort incoming and outgoing mail and distribute across the school as appropriate. • To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.
Communication	• To ensure that visitors to the school are received courteously and punctually. • Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a courteous, professional, calm and friendly manner. • To maintain the Head Teacher's and the school diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner.
Sharing Information	• Ensure that electronic and paper based pupil records are kept updated. • To input and manage the SIMS attendance data on a daily basis, which includes first day call back, weekly attendance record keeping and reporting. Holiday absence monitoring and recording. • To maintain and update pupil data information in SIMS, as and when required, including producing reports e.g. parental consent. • To assist in the organisation, communication and bookings relating to educational visits.
Safeguarding and Promoting the Welfare of Children	• To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc. • To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

Other	To provide cover/assistance to other members of staff as required.
Data Protection	To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	- Promote inclusion and acceptance of all pupils. - Ensure services are delivered in accordance with the aims of the Equality Policy Statement.
Lingfield Education Trust	To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
Date of Issue:	October 2022

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Handale Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge - IT Literate, capable of using Microsoft Word for typing to produce accurate letters, forms and tables to deadlines and using Excel to create spreadsheets (AF,R,I) - Knowledge of Data Protection requirements and understanding of confidentiality (AF,R,I)	
Experience - Experience of collecting, counting and recording money (AF,R,I) - At least 1 year's previous Administrative experience which includes undertaking financial administration procedures. (AF,R,I) - Experience in maintaining and updating manual and computerized records in the school's SIMS database. (AF,I) - Experience of face to face and telephone reception duties. (AF,R,I)	- Experience of working within a school office environment. (AF,R) - Knowledge and / or experience of looking after unwell pupils and liaising with parents/staff. (AF,I) - Experience of using Agresso for creating purchase orders and processing invoices. (AF,I) - Experience of using school packages such as Parent Pay and Teachers 2 Parents. (AF,I) - Previous experience working with SIMS and produce varied reports. (AF,I)
Occupational Skills - Ability to relate well to children and adults. (AF,R,I) - Ability to communicate both orally and in writing to a wide range of audiences. (AF,R,I) - Ability to communicate both orally and in writing to a wide range of audiences. (AF,R,I) - Capable of confidently using Agresso to process invoices and purchase orders. (AF,I)	
Qualifications - NVQ level 2 in Administration, Business Studies or equivalent (AF,C) - GCSE English and Mathematics Grade A* – C or equivalent (AF,C)	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Word Processing / Typing Qualification (i.e. RSA) (AF,C)	
Personal Qualities - Participate in development and training opportunities. (AF,R,I) - Ability to abide by School policies and procedures. (AF,R,I)	
Other Requirements - Must be able to use own initiative and manage role with minimal supervision. (AF,R,I) - Motivation to work with children (AF,R,I) - Suitability to work with children. (D,I)	

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.

