Pay range – Grade C (NSP 5 to 7) (FTE £19,650 - £20,444)

Responsible to: Senior Administrator / Head of School

**Main Purpose of Role**

* To support in the smooth operation of the management of the school, to provide front line support and guidance to families and be a key part in effective communication across the school.

**Introduction:**

Administrators provide a key role in the successful and smooth management and daily operations of a school. They are the front-line staff that support families with queries and are vital in the effective communication between staff, families and stakeholders. They work within the parameters set by key school policies and help to ensure that the school maintains its statutory obligations for reporting and sharing of information.

**Key Responsibilities**

* To work as a team to assist the Senior Administrator and Head of School in the provision of efficient and effective administrative and clerical support services.
* To be responsible for the school reception area, providing a welcoming, friendly and professional approach to parents/visitors/children’s enquiries. Whilst complying with the school’s safeguarding procedures.
* To competently manage communication with parents and stakeholders.
* To be responsible for recording and reporting pupil data.
* To be responsible for the admission process and co-ordination of joiners and leavers, including in-year transfers and mass cohorts.
* Prepare new starter packs and the school prospectus.
* To communicate with teaching staff in the setting up of termly parents’ evenings.
* To be a key member of the school attendance team. Responsible for managing daily attendance and following up on absences. As well as overviewing long-term attendance for individuals and vulnerable groups. Promoting good attendance habits and reinforcing this in the school community.
* To be able to effectively prioritise and feel confident in managing queries and requests from various stakeholders.
* To be responsible for the administration of school meals.
* To be responsible for taking payments from parents and carers.
* To accurately maintain Scomis SIMS and other record systems, in line with Local Authority and Government guidelines and protocols. Updating data to the LA and Government as and when required.
* To be responsible for annual processes for the end and start of the new academic year.
* To effectively comply with all school policies, including Safeguarding, GDPR, Data Protection and Health and Safety.
* To support the school’s leadership team in maintaining and updating information of the school’s website.
* Keep the reception area tidy and ensure copies of all forms are available.
* To provide any other office, computer and secretarial services, as required.

Signed on behalf of the school: Date:

Signed by employee: Date: