

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education & Community
Post Reference No:	Location: Blagrove Nursery School
Job Title: Administrator	Grade/Salary Range: Administration and Organisation Level 2. RG3b (points 5-7) R439 May 22

JOB PURPOSE

LEVEL 2 - Under the direction/instruction of senior staff: provide routine general clerical, administrative support to the school. First point of contact for visitors, parents and external agencies when contacting / visiting the school

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE

The post reports to the Head of School and Executive Head

MAIN DUTIES AND RESPONSIBILITIES

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Operate security procedures for visitors to site
- Handle difficult conversations with parents with tact and confidentiality
- Respond to enquiries and prioritising and escalating urgent or complex matters as appropriate
- Administer pupil first aid and undertake welfare duties, e.g. looking after sick pupils, liaising with parents/staff, updating medical files across school etc.
- Make arrangements for visits by school nurse, photographer etc.
- Update noticeboards within the school as required
- Manage medicines kept within the school, including ensuring all medicine is within date
- Replenish school first aid boxes regularly and order replacement supplies as required.

Administration

- Input to SIMS routine required pupil data
- Be responsible for the admission/discharge of pupils and maintenance of pupil records including contact details
- Maintain the waiting list and allocate places according to the Admissions Policy following the guidance of the admissions panel of the governing body
- Prepare documents including home visit packs and the school booklet
- Prepare class peg lists, peg labels etc. and communication from the nursery
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Responsible for monitoring main school office email account and deal with all incoming queries and information as appropriate
- Routine record keeping
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail including management team
- Create daily class registers

- Input attendance registers onto SIMS and maintain the official register of attendance for children
- Operate school electronic parent communication service
- Make arrangements for school trips, events etc. including liaising with class teachers, transport providers and venues
- Take notes at meetings, and co-ordinate circulation of minutes
- Assist with the reporting of school accidents in line school policy using the electronic accident reporting system
- Produce lists / information / data as required and reporting to SLT e.g. pupil data, attendance figures etc.
- Make returns to the Local Authority and DfE for pupil census
- Take responsibility for ordering milk using the The Nursery Milk Scheme/Cool Milk

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies including first aid and staff room supplies
- Monitor office stationery levels and refer shortages to the Bursar

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

SCOPE OF JOB (Budgetary/Resource control, Impact)

As above

PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Division: Education & Community Blagrove Nursery School
Job Title: Administrator	Post Reference No: : Administration and Organisation Level 2

Qualifications/Education/Training:

GCSE Maths and English or equivalent

Experience

Previous experience of general clerical/administrative work

Knowledge, Skills and Abilities

Good numeracy and literacy skills

Effective use of ICT packages - Excel and Word

Experience of SIMS or other MIS

Ability to work under pressure and to deal with difficult situations effectively

Appropriate knowledge and application of first aid and a willingness to undertake first aid training as required by the role (First Aid at Work)

Good understanding and ability to use relevant technology e.g. photocopier

Participate in development and training opportunities

Have good communication skills both orally and written with an ability to relate well to both children and adults

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Able to maintain confidentiality

Specific Working Requirements