



Job Description	School Administrator
Salary Scale	Barnet SCP 5-6 Salary will be pro-rata, TTO only plus 2 weeks (41 weeks per year)

Responsible to: Executive Headteacher, Head of School & Business Manager

Overall Purpose of the Post:

- To offer a quality reception and information service for parents and visitors to the school both face to face and on telephone enquiries.
- To act as first point of contact for all visitors to the school ensuring they act in accordance with school policies on safeguarding, health and safety (including evacuation and lockdown)
- To maintain the highest professional standards when dealing with the families and visitors to the school.
- To have the confidence and presence to ensure that school procedures are adhered to at all times especially when dealing with urgent and/or emergency situations.
- To promote and maintain a positive, effective and inclusive ethos

DUTIES AND RESPONSIBILITIES

Duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. The post holder will be expected to undertake any necessary training associated with the duties of the post and understand and comply with the School's Equal Opportunities Policy and Health and Safety Policy.

1. Reception

The school administrator will:

- act as the first point of contact for visitors, and create a welcoming and pleasant reception area
- ensure school security arrangements are always complied with
- provide hospitality for visitors to the school
- provide prospective parents with applications and information about the school and admission process
- ensure all regular visitors/groups (visiting Music Teachers, volunteers etc) are kept informed of any changes to routine
- ensure supply teachers sign in, receive safeguarding and school logistics information and sign their timesheets

2. Administrative

Under the direction of the Headteacher and Business Manager, you will be responsible for all aspects of the day-to-day organisation and maintenance of the school office and its procedures. This will include:

- oversee preparation, production and distribution of letters, reports, newsletter etc., using g suite
- receiving and handling telephone enquiries, dealing with queries and providing general information about the school
- keeping pupil records, completing returns to the LA, DfE and others, as appropriate using the school database
- providing statistics from the above records as required for the Headteacher, governing body, LA etc.
- liaising with the school health service (dentist, doctor, nurse) and EWO.
- responsibility for the preparation and maintenance of the manual and computerised pupil data records, including attendance details

- to understand the importance of confidentiality and data protection (GDPR)
- oversee stationary and consumables stock and supplies for the whole school, cataloguing and distributing as required
- to maintain school registers and keep records of late arrivals, absences and medical certificates
- at end of academic year, rollover of all classes on database, organise new class files, new class registers
- to carry out other administrative tasks and duties as set by the Headteacher and Business Manager

3. Finance and Equipment

The School Administrator will:

- assist the Business Manager in the management of school lunches, trips, extended services and other ad hoc payments using Parentpay
- assist the Business Manager in the management of school procurement systems, ensuring compliance standards are met
- effectively monitor Parentpay and take appropriate to ensure payment deadlines are met
- accept, check and sign for deliveries as appropriate
- oversee stock and stationary orders and act as a signatory on all orders
- be responsible for recording, checking, filing invoices
- oversee school uniform supplier ensuring quality of service and product
- prepare and arrange banking of money collected from school events ie, charity events

4. Expectations

The School Administrator will:

- Be flexible to carry out other reasonable duties commensurate with the grade, as directed by the Headship team
- Be committed to equality and inclusion
- Be committed to the promotion of TEFAT values set out below

Put children first

We trust and value your professionalism

We share the responsibility for the learning and welfare of all of our children

Our purpose is to improve the lives of children

Be safe

Don't assume that someone else will do it

Look after yourself, your colleagues and all children

We are all responsible for each other's safety and well being

Discuss any concerns with an appropriate member of staff

Be kind & respect all

People are allowed to be different as are you

Kindness creates the positive environment we all need to flourish

This kindness should extend to ourselves as well as to others

Be open

If you can see a better way, suggest it

If someone else suggests a better way to you, consider it

We exist to nurture innovators and support those who take informed risks in the interests of children

Forgive

We all make mistakes

Admit them, learn from them and move on

Make a difference

Making the world a better place starts with you

Model the behaviour that you would like to see from others

Person Specification School Administrator

The Person Specification is a picture of the skills, knowledge and experiences needed to carry out the job. It will be used in the shortlisting and interview process for this post.

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Previous experience in the regular use of computer software such as G suite or Microsoft Word, Excel, PowerPoint and other database packages. ● Confident verbal & written communication skills including written and spoken English ● Good education qualifications including evidence of excellent numeracy skills ● Willingness to attend appropriate training and take responsibility for own professional development 	<p>Experience of using Integris G2 or Scholarpack or SIMs</p> <p>Experience of using Iris/PSF or other financial software or similar packages</p> <p>Experience of using Parentpay or other similar packages</p>
Experience	<ul style="list-style-type: none"> ● Experience of using financial systems ● Proven administrative experience, including reception, typing and filing duties. ● Ability to plan and prioritise a range of regular and irregular tasks 	<p>Previous experience in an Educational establishment</p>
Personal Qualities	<ul style="list-style-type: none"> ● Good communication and organisational skills. ● Enthusiasm ● A sense of humour ● Pleasant and approachable manner ● Resilience and ability to handle conflict ● Open minded and creative ● Ability to maintain confidentiality and observe data protection guidelines. 	<p>Interests outside work</p> <p>Innovative</p> <p>Open to change and fresh ideas</p>
Relationships	<ul style="list-style-type: none"> ● Strong personal presence ● Ability to relate to children ● Must enjoy working as part of a team; be adaptable, proactive and supportive of colleagues. 	<p>Ability to build on links between school and local community</p> <p>Actively encourage the involvement of parents</p>