

# Job Description

## Administrator



<b>Post</b>	Administrator
<b>Salary</b>	BG6
<b>Responsible To</b>	Office Manager
<b>Type of Contract</b>	37 hours a week, Term time only plus 5 inset days, Permanent
<b>Start Date</b>	ASAP

### Purpose of Job

Provide administrative support for the completion of effective support services in the running of the school. Provides point of contact for parents and visitors, ensuring information flows are effective.

### Key Outcomes

Provide a professional and welcoming reception for all visitors, email and telephone enquiries to the school.

Communicate effectively with parents and carers by phone, face-to-face, email and text messaging systems and provide responsive support to their queries.

Generate correspondence and reports of a routine nature.

Safeguarding – oversee entry and exit procedures to and from the school for all staff, pupils, parents, carers and visitors.

Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports

Coordinate and management of the lunch/dinner system

Providing admin support for Trips: arranging and managing trips including transport, booking venues etc.

Manage and implement admin support for Breakfast and After School Clubs

Generate correspondence and reports of a routine nature. Provide full administration support for the school. Check deadlines for own work and reprioritise workloads accordingly.

Preparation and formatting of letters, ParentMail emails and text messages.

Organise, maintain and provide administrative support for all new admissions as required

Manage the organisation of school events, trips and related administration

Any other duties consistent with the post

#### General

A So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health and Safety Policy, departmental policies and codes of practice.

B This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.

C In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

D Work in compliance with the Codes of Conduct, Regulations and policies of the Academy Trust, and its commitment to equal opportunities

E Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**Manager:** Business Manager

**Date of Job Description:** October 2021