



JOB DESCRIPTION

Job Title:	School Administrator (Level 2)
Salary:	TPAT Point 5
Responsible to:	Headteacher / Executive Assistant / Office Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Suppliers of Goods & Services, Contractors & Visitors

Main Purpose of the Job:

School Administrators are responsible for providing administrative support for an office or department within a school. They play a crucial role in the day-to-day life of a school by undertaking a wide range of administrative tasks to keep everything running as smoothly as possible.

To provide general administrative support to the school under the direction of the Office Manager.

To be the first point of contact with the general public in person and by telephone.

Your administrative role and duties will depend on the size of your school and therefore the size of the administration team. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each school will have their own individual requirements.

Main Duties and Responsibilities:

Administrator Duties

- Collect, collate and process the morning and afternoon attendance registers in an efficient and timely manner.
- Manage and action free school meals and report numbers to kitchen staff every morning.
- Manage free school milk orders and arrange delivery dates.
- Manage and record pupil sickness reporting on a daily basis; action sickness messages and notifications from parents/carers, phone parents/carers for absent pupils.
- Assist the Line Manager in producing attendance correspondence and information.
- Assist the Line Manager in the accurate processing of general finance administration on TPAT's accounting system in line with the school's financial and security processes and by the given deadlines; raising purchase orders, processing authorised invoices, reconciling credit card(s), collecting money, issuing receipts and preparing money for banking.
- Dealing with digital platform queries for payments from parents/carers.

- Contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested.
- Assist the Line Manager in the accurate processing of personnel administration; leave of absence, sickness, variations to contracts.
- Assist in the administration of written correspondence as directed by the Headteacher / Office Manager, ensuring confidentiality and sensitivity at all times.
- Update manual records, electronic records & management information systems, ensuring they remain up-to-date and comply with data protection legislation.
- Accurately confidentially and securely action, maintain, update and archive pupil records within appropriate retention periods.
- Undertake office tasks such as printing, photocopying, filing, emailing, completing of routine forms, organising digital photographic files, school nurse / immunisation administration.

Reception Duties

- Welcome all visitors in line with the school's visitor and safeguarding procedures.
- Ensure visitors sign in and issue appropriate visitor badge in line with the school's security and safeguarding arrangements.
- Receive and prioritise incoming telephone calls - recording and distributing messages in a timely manner, managing all forms of enquiries and following them through to resolution.
- To be able to hold challenging conversations and maintain a calm manner at all times.
- To be a good listener, acknowledge challenging situations without judgement and deal with stressful or conflict situations with kindness and empathy.
- To maintain positive, nurturing relationships with pupils, staff and parents/carers.
- Managing the school's email address, responding to enquiries in a friendly, professional and efficient manner or forwarding to appropriate staff for action.
- To ensure appropriate standards of tidiness and order in the school reception area so as to project a professional and welcoming environment.
- Undertake office tasks such as sorting and distributing incoming post, franking and sending outgoing post, accepting & signing for deliveries, recording incoming goods, booking rooms for meetings, monitoring & ordering school supplies, maintaining office equipment, updating notice boards, lettings diary, organising stock control & stationary, school trips and events.
- Assisting with administering the school diary and completing the weekly planner.

Standards and Quality Assurance

- Articulate and promote the school's aims and ethos with parents, carers, pupils, staff, visitors and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
- To set a good example in terms of dress, punctuality and attendance.
- To attend INSET days, staff meetings and school events as required.
- To participate in training and development discussions and activities to maintain the skills and competencies required for the role.
- To participate in arrangements made for appraisal.

- To provide cover in case of absence of other administrative staff.
- To manage and prioritise your own workload in line with school requirements.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.