

Job Description

Details of Post

- Title: Administrator (Level 3) Primary
- School/ Federation/Academy/Trust: Beckbury CE Primary School (part of Shropshire Church of England Academies Trust)
- Reporting to: Head of School / CEO
- Main Workplace: Beckbury CE Primary School
- Post Number:
- Grade and SCP: Grade 6 (SCP 8-11)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

- Under the guidance of senior staff (Head of School and Trust finance team), be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

Principal Duties and Responsibilities

1. Organisation

- Deal with complex reception/visitor/telephone matters.
- Assist with first aid.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Liaison with EWO and parents.
- Supervise, train and develop staff as appropriate and provide personal administrative and organisational support.

2. Administration

- Manage manual and computerised record/information systems.
- Provide clerical support – photocopying, filing, faxing, e-mailing, post sorting and distribution.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Respond to confidential correspondence under the direction of the Head of School / Trust leaders.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, LA
- Administration of lettings and other uses of school premises.

- Undertake financial administration e.g. process orders/invoices, assist with banking, collect and record cash etc.
- Take notes at meetings.

3. Resources

- Operate relevant equipment/complex ICT packages (e.g. Word, Excel, databases, spreadsheets, internet).
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Assist with marketing and promotion of the school – **see also 7. 'Other duties'**
- Manage administration of facilities including use of school premises.
- Undertake financial administration procedures.
- Assist the Trust finance team with the planning, monitoring and evaluation of the budget.
- Manage expenditure within an agreed budget.

4. Other Responsibilities

- Be aware of and comply with all school policies and procedures.
- 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.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Other Duties

Trust Marketing & Website

- Implement the Trust's marketing strategy in collaboration with the CEO
- Create and schedule social media content.
- Keep Trust website up-to-date with news, policies, and statutory information.
- Advise schools on their website content to ensure it remains compliant and reflects Trust ethos and expectations
- Produce Trust newsletters in collaboration with the CEO, produce promotional materials, and press releases.
- Capture and edit photographs and short videos for campaigns.
- Monitor engagement and report on communications impact.
- Any other duties that the Headteacher/EHT/CEO/Governing Body/Trustees feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the CEO in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**