Billingshurst Primary Academy
Headteacher: Ms Marion Ley
Station Road, Billingshurst,
West Sussex RH14 9RE
Tel: 01403 782789
E-mail: office@billingshurstprimary.org.uk
Website: www.billingshurstprimary.org.uk

Ambition
Belonging
Courage

Before & After School Club Administrator
Job Description

Salary Scale: SLT C
Responsible to: Assistant Headteacher
Hours per week: 13 hours a week, Term Time only

Main Purpose of Job: To ensure the provision of an efficient and effective admin service to the Breakfast and After School Club.

Duties include:

- Managing the wrap around care admissions process including maintaining waiting lists in accordance with the school's terms of reference.
- Management of wrap around care accounts using existing accounting systems. Including producing updated income forecasts for the Trust's management accountant throughout the term.
- Inputting fees onto finance software, producing invoices and chasing payment as necessary.
- Managing session requests and liaising where necessary with the Wrap around Leads.
- Ensuring staff to child ratios are correct.
- Liaising with parents and responding and resolving queries
- Coordinating resources in conjunction with wrap around leads
- Processing orders
- Managing the supplies budget for Wrap around care.
- Setting up and clearing down after WAC breakfast and afterschool club

FLEXIBILITY STATEMENT

The list of duties in this job description should not be regarded as exclusive or exhaustive. The academy environment is a dynamic one and changes in working practices occur on a regular basis, the candidate should be resilient to change and show a willingness to adopt and champion new practices. As a term of your employment you may be required to undertake various other duties as may reasonably be required and are commensurate with the level of the post holder.

Your duties are set out in the above job description, but please note that Billingshurst Primary Academy and Sussex Learning Trust maintains the right to update your job description from time to time, to reflect changes as outlined above and also to your role. You will be consulted about any proposed changes.

Confidentiality:

The Breakfast & After School Club Administrator is required to respect the confidentiality of all matters relating to the Trust and Billingshurst Primary Academy students and staff.

THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK

SIGNED: ..... Date: .....