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**Job Description**

**Details of Post**

* Title: Administrator (Level 3) Primary (for Nursery and Extended Schools)
* School: Albrighton Primary School & Nursery
* Reporting to: Julie Bratt
* Main Workplace: Main Office
* Post Number:
* Grade 6 (SCP 7-11)

*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 (Headteacher), be responsible for undertaking administrative, financial and organisational processes related to Nursery and Extended Services across school.

**Principal Duties and Responsibilities**

1. **Organisation**

* Deal with complex reception/visitor/telephone matters.
* Contribute to the planning, development and organisation of support service systems/procedures/policies.
* Liaison with parents and outside agencies.
* Manage all Nursery administration: registrations; admissions (on SIMs and Famly);
* Make current and future forecasts of pupil uptake in pre-school and toddler settings, ensuring numbers and staffing required aligns financially to ensure cost effectiveness
* Ensure the smooth running of our before and after school provision – adhering to pupil adult ratios.
* Co-ordinate extra-curricular provision across school.
* Organise all processes relating to extended services.
* Maintain and update entrance displays.

1. **Administration**

* Manage manual and computerised record/information systems.
* Provide clerical support – photocopying, filing, faxing, e-mailing, post sorting and distribution.
* Managing Nursery registers
* Maintain Nursery waiting lists.
* Analyse and evaluate data/information and produce reports/information/data as required.
* Ensure Allergy and medical information is up to date
* Respond to confidential correspondence under the direction of the Headteacher.
* Undertake administration of complex procedures.

1. **Financial**

* Manage 2- and 3-year-old funding portal and headcounts.
* Ensure full entitlement for children eligible for FSM
* Manage ‘Famly’ Nursery and before and after school provision tool to incl invoicing; managing sessions and ad-hoc bookings.
* Be aware of capacity for each session to enable financial efficiency.
* Administer school lettings and other uses of school premises.
* Undertake complex financial administration procedures related to Nursery; Zoom; Lettings:
* checking bank balances and statements and applying credits to parent accounts via parent pay and/or Family.
* Reconcile extended schools bank account and the various elements within it to ensure income and expenditure is accounted for
* Produce financial reports to HT
* Ensure pupil places are paid for in advance with all invoices settled.
* Maintain use of purchase cards for both Nursery and Before and After School Provision.
* Process orders/invoices related to Nursery and Extended Services provision.
* Produce monthly financial reports for meetings with Head Teacher.
* Produce and share termly financial reports with governors.
* Maintain and record cash flow as relevant.
* Bank cash accordingly.

1. **Resources**

* Operate relevant equipment/complex ICT packages (e.g. word, excel, databases, spreadsheets, internet).
* Provide a reception service to parents and visitors to the Nursery setting.
* Assist with marketing and promotion of the Nursery.
* Arrange FSM vouchers and co-ordinate HAF provision for eligible pupils.
* Manage Cool Milk scheme.
* Manage School Fruit Scheme.

1. **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.

1. **Safeguarding**

* Be aware of and comply with safeguarding responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

1. **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. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

1. **Other Duties**

* Any other duties that the Headteacher /Governing Body 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.

1. **Review and Signatures**

* This job description is subject to review by the Headteacher/Governing Body 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: …………………….**