



Caring Achieving Respectful Exciting

JOB DESCRIPTION: Administrator

POST: Administrator

GRADE: D

SUPERVISORY RESPONSIBILITIES:

To whom: School Business Manager, Headteacher

PURPOSE OF POST:

- To provide support to the Headteacher and staff across a range of administrative duties.
- To provide administrative, clerical and organisational services to the school under the direction and guidance of senior staff.
- Point of contact for visitors and parents by phone or in person at the school office.

AREAS OF RESPONSIBILITY AND KEY TASKS :

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection.
4. Responsible for maintaining records and information systems of pupils within the Data Protection Act and Freedom of Information Act
5. Provide administrative, and organisational services to the school
6. Liaise with pupils, parents/carers for all their needs but specifically be the point of contact for queries in relation to admissions, uniform, medical / allergy information, school photography and FSM.
7. Liaise with other staff and external agencies
8. Analyse and evaluate data and information and run reports
9. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
10. Produce and respond to correspondence
11. Organise admission meetings with parents and ensure documentation is recorded appropriately.
12. Responsible for completion and submission of forms, returns, etc., including those to outside agencies.
13. Contribute to the planning and development of administrative procedures and systems
14. Respond to reception and visitor enquiries
15. Maintain manual and computerised records and management information systems
16. Monitor and manage a limited range of stock within an agreed budget
17. Assist with producing marketing and promotion material for the school
18. Assist with the design and implementation of the school's management information procedures and systems
19. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard / statutory returns)

20. Provide general clerical support including clerical processes, word processing, IT Based tasks requiring knowledge of various ICT packages and operation of office equipment
21. Receive and record money from pupils and parents / carers.
22. Undertake administrative duties such as reception, filing, and document preparation
23. Participate in and contribute to staff meetings and INSET as required.
24. Participate in the development and delivery of national and local initiatives.
25. Continue own professional development in line with school improvement priorities and personal professional needs.
26. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Administrator

Date:

Signed Headteacher:

Date: