

Every child in our school knows they are loved by God and learns all they need to flourish and live their lives to the full.



School Office Administrator Job Description

Job Title: School Office Administrator

Grade: Grade 3 Point 6

Responsible to: The Headteacher

Purpose of the Job:

- To provide effective administration of the school office, and to be responsible for all aspects of school administration relating to the pupils and data management
- To support the day-to-day management of health and safety, first aid, and maintenance of the school site and its buildings

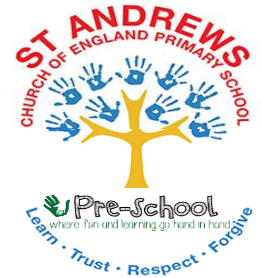
All duties relate to pupils at St Andrews C of E Primary School and St Andrews C of E Pre-School. The duties below are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Main Responsibilities and Duties

Administration

- Act as the first point of contact for St Andrew's C of E Primary and Pre-School
- Provide quality reception service for all visitors, ensuring security processes are in place and followed, and that emergency, safeguarding and other key information is shared
- Create a pleasant and welcoming reception area
- Administrate the day to day security arrangements for school
- Receive and make telephone calls in the conduct of the school's business
- Manage diary systems for the school
- Organise, manage and administer the school office and maintain the necessary administrative systems for pupil administration, MIS Systems, welfare (data & records), communication (including telephones and reprographics) and record keeping
- Organise communication and meetings between parents, including prospective parents and staff
- Liaise with partner agencies to book training for staff members
- Prepare school information documents (including online information) for parents, governors and other stakeholders
- Maintain stocks of stationery and office supplies and place orders when required
- Maintain effective back up procedures for the computer
- Provide the administrative support for the organisation of school trips and events, to include, for example, the collection of contributions and coach bookings
- Co-ordinate peripatetic lessons and manage the administration
- Obtain any necessary licences and permissions and ensure that these are kept up to date
- In collaboration with the headteacher, organise cover for pre-planned staff absence or training
- Work with parents and staff in administering prescribed medicines when appropriate
- Manage School Admissions documentation

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- Monitor and report on pupil attendance
- Support the Governing Board to maintain and ensure regular review of Data Protection, Personnel, Fire Safety and Health & Safety Policies, and ensure that all required procedures, including Equalities Act requirements are in place and observed.
- Train any Admin Assistants or volunteers to support the effective running of the school office

Finance

- Ensure the safe receipt and handling of cash and online transactions
- Manage the day-to-day use of ParentPay
- Collate information about school lunch orders and reconcile this with attendance registers
- Update information linked to UIFSM and FSM and liaise with Caterlink, LA and parents to ensure accurate reports are available
- Promote the highest standard of business ethos so that the most effective use of the school's resources can be maintained
- Work alongside the Finance Officer to ensure that quotations for goods and services are obtained, that prices are negotiated with suppliers and contractors as required
- Work alongside the Finance Officer to manage additional finance streams including income from Early Years and wrap-around provision, fundraising, bids and asset-management processes
- Work alongside the Finance Officer to maintain an asset register

Personnel and HR

- Under the direction of the headteacher, collect paperwork for the employment of new staff, including medical information, DBS clearance, contracts of employment
- Assist the Headteacher with the induction of new staff and ensure that the induction programme includes financial procedures (for ordering resources), Health and Safety procedures, Safeguarding procedures and absence reporting
- Under the direction of the headteacher, manage the administration of all personnel matters, including recruitment
- Support the day-to-day management of confidential staff records, including the Single Central Record

Site and Facilities

- Develop and implement quality assurance systems to record and ensure regular testing or maintenance schedules, including:
 - Perform emergency light, water and fire alarm testing on the agreed schedule
 - Organise routine inspections of the schools grounds, including tree surveys
 - Organise mandatory inspections of portable appliances, fixed wiring, lightning protection, fire extinguishers and alarms
 - Organise the service schedule for boilers and heating equipment
 - Manage the administration of service records
- Liaise with Cleaning, catering or site maintenance contractors as necessary
- Liaise with outside bodies and/or contractors ensuring that the work is carried out within required timescales and to an appropriate standard

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Health & Safety

- Act as a Fire Warden and First-Aider to ensure the day-to day safety of pupils, staff and visitors
- Support Governors to keep Health and Safety policies under annual review
- Organise a system for school staff to report hazards or maintenance concerns
- Ensure school medical policies are in place and observed
- Ensure maintenance checks and servicing timetable are upheld; actions are performed at the mandatory intervals and accurate records are kept
- Comply with individual responsibilities for health and safety in the workplace

Personal Development, Behaviour & Welfare of pupils:

- Maintain high expectations of behaviour management, following the school's Behaviour Policy
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Complete any documentation required by the school in relation to incidents or medicines administered
- Safeguard pupils' health and safety when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Promote and safeguard the welfare of children and young people within the school and follow school policies and procedures related to this
- Report any concerns to the designated safeguarding lead

School Development & Self-Improvement:

- To actively extend own professional learning; attend appropriate training, networking events and performance review meetings
- In conjunction with the Headteacher, take responsibility for personal professional development, that supports the efficiency of the day-to-day running of the school
- To participate in the development and implementation of the overall aims, strategic goals and objectives of the school
- To follow school policies and procedures
- To undertake any other associated duties as are reasonably assigned by the Headteacher