

JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Hours: 8.30am- 3.45pm, 5 days a week	Location: Purley CE Primary School
Job Title: School Administrator	Grade/Salary Range: D / E Dependent on experience

JOB PURPOSE

To be responsible for undertaking administrative and organisational processes within the school.

To ensure the smooth running of the school office. Responsible to the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

General

- Provide a positive welcome to parents and visitors
- Provide full secretary/administrative services to the Headteacher.
- Maintain the school calendar.
- Receive and assess incoming mail and as appropriate, respond directly to routine matters or direct elsewhere. Where necessary obtain supporting information.
- Deal with incoming telephone calls and refer to Headteacher or School Business Manager only where essential.
- Prepare and distribute the school newsletter to all stakeholders.
- Undertake other such reasonable duties as the Headteacher may require.
- The school's aims and values will shape the way all the duties are carried out.

Admissions

- Administer the admission process through the enrolment, liaising effectively with all parties involved in admissions (Local Autparents) and addressing enquiries (arranging prospective parents' visits).
- Ensure timely marketing of FS1 places through flyers distribution, posters, website update etc.
- Coordinate with new parents arranging welcome meeting, home visits and transition visits.
- Update pupil database with new admissions. Acquire information from previous settings and pass on to Foundation Stage Teacher.
- Liaise with all secondary schools as necessary, filling in requested paperwork, communicate with Year 6 teacher about transition visits and updating calendar appropriately. Send folders and electronic records to secondary schools including safeguarding information.

Data

- Maintain pupil data and complete termly census returns to LA, DFE and other as appropriate
- Assist the Headteacher/Teachers in carrying out the duties of the KS1 and KS2 assessment manager.
- Inputting assessment results and creating returns for management information for KS1, KS2 and Foundation Stage.
- Create CTF for secondary transfer
- Attendance: perform the function of Attendance Champion, liaising with Headteacher/EWO and preparing reports for Headteacher. Take action as advised by Headteacher/EWO (e.g. follow up calls, letters). Check daily attendance is correct in SIMS. Deal with holiday requests.
- Provide statistics from a range of records as required by Headteacher, Governing Body, LA etc.
- Ensure that all data handling is GDPR compliant.

Admin

- Manage all communications with parents, including letters, weekly newsletters, posters, phone calls and text messages.
- Maintain the school website and social media platforms in conjunction with the Headteacher.
- Administer the clerical systems for school meals and milk provision, including collating dinner registers, processing payments, liaising with catering providers, and submitting weekly returns to Cool Milk and monthly returns to the Nursery School Milk Scheme.
- Coordinate the administration of after-school clubs, including preparing termly information letters, collating requests, issuing registration forms and producing termly registers.
- Support the Fundraising Committee and Friends of Purley School (FOPS) by distributing newsletters, posters and promotional materials.
- Assist the School Business Manager in coordinating premises administration, including compliance checks, risk assessments, property maintenance issues and the organisation of repairs.
- Coordinate Woodland School provision by organising timetables, staffing, transport and parental communication, ensuring all safeguarding and risk assessment requirements are met.
- Coordinate swimming provision by arranging lesson schedules, bookings, transport and parental communication, ensuring all safeguarding and risk assessment requirements are met.
- Liaise with trip leaders to organise school trips, book transport and act as Educational Visits Coordinator (EVC), ensuring all required risk assessments are completed

Safeguarding

- Maintain an accurate and up-to-date Single Central Record (SCR), ensuring all recruitment and vetting procedures are fully compliant with statutory requirements and the school's Child Protection and Safeguarding Policy.
- Ensure that all visitors are appropriately managed and recorded in accordance with the Child Protection and Safeguarding Policy, including identity checks and safeguarding procedures to maintain a safe school environment.

Personnel

- Liaise with Headteacher and School Business Manager and prepare adverts, deal with prospective candidates, arrange visits, interviews and all correspondence in line with Safer Recruitment guidance.
- Carry out inductions for new staff/volunteers including setting up new email, access to online calendar, planning folders etc.
- Take ownership of record keeping and reporting associated with staff absence, and support the School Business Manager and Headteacher to ensure class/role cover and accuracy of absence returns to Payroll

First Aid and SEND

- Provide first aid cover as and when necessary
- Maintain and replenish first aid kits around the school
- Maintain pupil records of dietary and medical needs and circulate to all staff as and when update is made.
- Arrange school nurse visits for Foundation children and any other external agencies (OT, SALT, Ed Psych etc).
- Organise yearly Auto-injector/Asthma training and maintain register.

Finance

- Liaise with School Business Manager to set up relevant payment requests via Parentmail for school trips, woodland school and swimming lessons.
- Raise Purchase Orders and support SBM in their role as directed by Headteacher

SCOPE OF JOB (Budgetary/Resource control, impact)

No direct budgetary impact

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Good general education to 'A' Level standard or equivalent 	<ul style="list-style-type: none"> • Working knowledge of SIMS/FMS • First Aid trained
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Communication skills • Interpersonal skills • Numerate • Literate • Knowledge of MS Office • Good word-processing skills • Analytical/decision making skills • Ability to deal with challenging situations with diplomacy • Persuasive • Ability to be self-reliant and also work in a team 	<ul style="list-style-type: none"> • Previous experience in an administrative capacity within a school/education environment • Has shown ability to work without supervision • Good understanding of safeguarding issues
Work-related Personal Requirements	<ul style="list-style-type: none"> • Love of working in an environment that is centred on children. • Ability to maintain confidentiality • Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included. • The capacity to remain calm and to cope with the unexpected. • Committed and enthusiastic. • Positive and flexible attitude. • Willingness to learn and to deliver excellent service. • Able to organise and prioritise work. • Attention to detail and keep deadlines. 	<ul style="list-style-type: none"> • Knowledge and understanding of GDPR.
Other Work Requirements	<ul style="list-style-type: none"> • Ability to identify own training needs • As directed by the Headteacher 	

