



## **JOB DESCRIPTION**

**Job title:** School Administrator  
**Reports to:** Headteacher

*Excellence through cultivating character, sharing talents and pursuing excellence.*

**All members of the team employed by the Academies for Character and Excellence support and promote the Trust's mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.**

### **1. Key Purpose of Job**

Under instruction/guidance of senior staff, to provide routine general administrative support to the school

### **2. Key Duties**

#### Organisational

- Undertake reception duties, answering routine telephone calls, face to face enquires and signing visitors into the school
- Produce and report on daily pupil meal uptake and liaise with the school kitchen
- Assist with welfare duties, liaising with parents / staff etc.
- Assisting with arrangements for visits by school trips, events etc
- Responsible for Admissions
- Provide routine clerical support e.g. photocopying, filing, emailing, completing standard forms,
  - respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils' data
- Undertake typing, word-processing and other IT-based tasks including newsletters, diaries, emails and websites
- Take notes at meetings as and when required.
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Monitor and maintain attendance records

## Resources

- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet, website, publisher, eschools, Bromcom, ParentPay, CPOMs)
- Provide general advice and guidance to staff, pupils and others

## **3. General Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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

## **Other**

- Any other duties required by the Headteacher or team leader, which are within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

## **Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trust's extra-curricular activities
- To take an active part in the school and Trust's involvement with the wider community
- To ensure the children's safety at all times

## **Health and Safety**

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.