

## **Job Description**

**Post:** School Administrator

**Line Manager:** School Business Manager

## **Purpose of the Role:**

- To work as part of the administration team in supporting the school in attaining its aims and objectives by providing the most effective and efficient service to the school.
- To provide a comprehensive, confidential administrative service to the school, supporting the development of pupils

## **Administration:**

- To work alongside colleagues to ensure smooth running of student annual reviews
- To work alongside the attendance officer to ensure all pupils are appropriately registered and accounted for school lunches as provided by external contractor, identifying menu choice and any specials.
- To provide, daily, weekly & calendar monthly reports based on pupil numbers, menu choice & free school meals.
- Processing free school meal applications, supporting families and liaising with the Local Authority
- Supporting the Finance team in identifying and accounting for any negative balances that accrue in terms of non-payment by parents.
- Liaison with schools' meal contractor of menu changes and level of service via the school's Operations Manager
- Registering and supporting parent accessing Arbor to ensure cashless payments
- Provide general clerical/admin. support e.g. photocopying, filing, scanning, complete standard forms, respond to routine correspondence
- Maintain manual and computerized records/management information systems, input new data as necessary. Proactively perform housekeeping of Arbor
- Produce lists/information/data as required e.g. pupils data
- Undertake word-processing and other IT based tasks.
- Sort and distribute both internal and external mail.
- Undertake administrative procedures (E.g. processing of orders)
- Maintain and collate pupil reports.
- Undertake reception duties, answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Archiving pupil files

- Sending leavers files to new setting
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required.
- Provide a range of support service/resources to staff, pupils and others.
- And other reasonable responsibility/tasks as identified from time to time by the Office Manager

**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.
- Where appropriate provide support for other staff carrying out routine administrative tasks
- 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.

**Signature of post holder:****Date:**    /    /**Signature of headteacher:****Date:**    /    /