



**Brookland Infant and Nursery School
Job Description
School Administrator**

POST: School Administrator

Unified Reward – Salary Grade E (£30,630 - £32,454)

HOURS: 30 hours - 4 days a week during term time and 1 week in the holidays (40 weeks)

RESPONSIBLE TO: Headteacher

PURPOSE OF THE JOB: Administrative duties; receptionist duties – promoting a welcoming environment; promoting and supporting effective communication within school and with parents and other stakeholders, promoting and supporting effective day-to-day organisation within school.

Specific Duties/Responsibilities

- Assisting the Headteacher in every way possible.
- Receiving visitors on site and maintaining visitor's book, security list and issuing badges.
- Vetting and allowing visitors on to the premises via the entry security gate system.
- First point of contact for both face-to-face and telephone enquiries from visitors, and the general public.
- Carrying out reception duties, and welcoming visitors.
- Arranging appointments and visits for prospective parents, cancelling or re-arranging as necessary.
- Accepting and signing for deliveries as appropriate.
- Undertaking such other duties and responsibilities in a flexible manner, as may be required commensurate with the scope and grade of the post.

Communication

- Dealing with enquiries from parents//carers, staff and visitors who contact the School Office by telephone, email or in person
- Ensuring that correspondence and enquiries or problems are dealt with in an appropriate matter
- Drafting correspondence as and when required
- Proofreading and distributing weekly school newsletters to parents, staff and governors
- Accepting 'going home' messages and ensuring they are given to staff.

School Calendar, Events and School Journey/Trips

- Distributing Term Dates and update the School Calendar on website
- Organising annual individual pupil school photographs and class photos, house group photographs and whole school photographs, including collecting payment and distributing photographs.
- Responsible for administration of Residential School Journey, including booking coaches, venues etc, and collection of contributions on Arbor, permission slips and medical data.
- Organising visiting dates with charities and administering funds raised from these events.

- Responsible for administration of all school trips, issuing letters, booking coaches, collection of contributions on Arbor and permission slips.

Admin

- Assisting the Headteacher, DHT and Inclusion Leader with administrative and clerical support as required.
- Responsible for managing and maintaining pupil contact details.
- Responsible for managing photography and internet permission slips, Home School Agreements, Local visits Permission slips, updating when necessary, and on an annual basis for new Reception and Nursery parents.
- Issuing medical and food information lists, e.g. allergies/illness, lists to staff and Senior Welfare Officer.
- Liaising with Junior School admin staff, Parents Association (PA) and assisting PA with events.
- Sorting and distribution of incoming post and the sending of outgoing post, including the purchase of stamps.
- Responsible for collecting, banking and collating swimming contributions via Arbor.
- Managing lettings and use of school premises for use by outside organisations and the local community
- Responsible for the administration of school lettings, issuing invoices, liaising with the caretaker and hirer as required.
- Discussing fees and charges with Hirers, including agreeing annual increases, explaining procedures and issuing Short- and Long-Term Hire Agreements for lettings, after liaison with the Headteacher.
- Responsible for stock orders in liaison with DHT, ensuring all financial requirements as per the Financial Management Policy is followed.
- Managing the school's fruit and milk provision for children

School Lunches

- Monitoring and managing School's dinner registers and liaise with kitchen regarding numbers each day
- Assisting Office Manager with ensuring financial records are kept for school lunches in accordance with agreed financial procedures (using Arbor)
- Assisting Office Manager in for issuing refunds and reminders for payment using Arbor.

Attendance

- Meeting and liaising with Educational Welfare Officer on a regular basis to discuss absences, lates and any arising problems with attendance, and liaising with Headteacher.
- Responsible for First Day Response, completing Pupil Registers on a daily basis, keeping absence records and telephoning parents to ascertain reason for absence.
- Responsible for issuing and collecting Leave of Absence form from parents for Headteacher to approve and collating for EWO's visit.

Welfare

- Assisting with the general welfare of children.
- Maintaining First Aid at work qualification and Paediatric First Aid qualification
- Assisting with visits of the Nurse, Dentist, etc.
- Liaising/helping Senior Welfare Officer by telephoning/notifying parents regarding children's sickness/injury.

CANDIDATE SPECIFICATION

Knowledge and experience

- At least 5 years secretarial experience at management level – essential
- An ability to work under pressure to meet deadlines – essential
- An ability to manage time effectively and prioritise workload – essential
- Excellent interpersonal skills and command of written and spoken English – essential
- An ability to work independently as well as part of a team – essential
- Integrity, discretion and confidentiality – essential
- Experience in the education sector – essential

Skills and abilities

- Excellent IT skills, including a good working knowledge of Microsoft Office and databases
- Typing speed of 60+ words per minute – essential