academies for character and excellence

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 Trusts 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 enquiries and signing visitors into the school
- Produce and report on daily pupil meal uptake and liaise with 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, complete 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, SIMs, ParentPay, CPOMs, Bromcom)
- Provide general advice and guidance to staff, pupils and others

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 is 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

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.

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 Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times