



## JOB DESCRIPTION

**Kings Hedges School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**POST TITLE:** School Administrator  
**GRADE** Grade 3 point 5-6  
**HOURS** 37  
Monday – Thursday 8:00 – 4:30  
Friday - 8:00 – 4:00  
**RESPONSIBLE TO:** School Business Manager

### **PURPOSE OF THE JOB:**

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing general administrative support to all staff. Maintaining accurate pupil records using SIMS and parentmail for both school and nursery. Work with SLT in producing reports.

### **MAIN OBJECTIVES**

#### **Admissions/leavers**

##### **Nursery**

Liaise with Nursery Early Years Manager and provide administration support regarding new Nursery pupils.

Ensure nursery enquiry forms are maintained and are accessible for Nursery Early Years Manager to review.

Arrange school packs for each new pupil. Arrange and attend home visits for new nursery pupils. Complete pupil premium forms and All about Me booklets during these visits.

Make sure all relevant paperwork is complete by parents/carers.

Process all new Nursery pupils on sims.net.

Arrange transfer of any documents or booklets of pupils who are moving to another establishment from Nursery.

##### **School**

Monitor Reception portal for new admissions. Arrange school packs for each new pupil.

Make sure all relevant paperwork is complete by parents/carers.

Make sure all reception parents complete pupil premium forms.

Liaise with admissions with all new pupils and mid-term leavers for School

Arrange transfer of any documents or booklets of pupils who are moving to another establishment from Reception, KS1 & KS2. Ensure export of CTFs has been completed.

Arrange school packs for each new pupil. Make sure all relevant documents, booklets, CTFs and assessment data has been received from other establishments for all new pupils.

Ensure that pupils records are kept up to date and completed to a satisfactory standard and deadlines are met. Update FSM and pupil premium numbers.

### **School Dinners**

Operate and maintain dinner registers. Collection, reconciliation and banking of all dinner money. Make sure pupil premium forms are complete for new pupils. Process FSM forms and liaise with Educational Welfare when required

### **General**

Liaise and provide assistance for staff, parents and pupils with any queries made at the reception point by resolving or redirecting queries and giving advice where appropriate.

Assist the School by maintaining good relationships with staff, parents, governors, contractor representatives and external agencies in order to promote the objectives of the School.

Liaise with teachers and SLT for good work postcards

Process assessment data on MIS systems. Set up mentoring folders for all new starters in KS1 and KS2.

Ensure that the school complies with the requirements of the data protection act and be able to operate within its framework.

Operate and maintain reprographics equipment in order to provide effective service

Ensure reception facilities are attractive and welcoming.

Assist the attendance officer with Pupil attendance. Stage 1 and 2 of pupils' attendance procedures

Liaise with relevant staff to set up and attend new reception parent's consultation meeting

Liaise with nursery manager on numbers and required update nursery milk information when required

Liaise with outside agencies for school photos, medical visits etc.

Any other duties relevant to the post.

This job description will be reviewed annually and may be amended according to changing requirements of the School.