

JOB DESCRIPTION – SCHOOL ADMINISTRATOR (Grade 5 - £28,598 FTE)

This appointment is for 32 hrs per week, 8.30am-4.00pm Mon – Thr and 8.30am-12.30pm Fri

To manage the day-to-day running of the school office and to take responsibility for all aspects of pupil administration. To meet the needs of this role, some flexibility is required to occasionally stay later or swap a day to the school holidays.

KEY ACTIVITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher or Bursar.

Office Administration

- Complete the daily registration process
- Be the first point of contact for visitors and deliveries
- Answer and redirect email and phone enquiries
- Collect and distribute the post
- Administer medication
- Take responsibility for online communication to parents via the school MIS Arbor, School Spider and Email

Pupil Administration

- Deal with the administration of any pupil enquires
- Manage school admissions using the Cheshire East Establishment Portal
- Ensure the termly DFE census reports are completed via Arbor and the DFE system Collect
- Provide pupil related data and reports as required
- Manage the on and off rolling process for pupils using the school MIS Arbor and the DFE School to School system
- Work with our system providers Arbor and School Spider to optimize functionality
- Be responsible for the updating and creation of Google forms to support internal processes
- Be responsible for ensuring the Nursery Booking pages and Out Of School Club pages on the School Website are kept up to date
- Manage the administration of parents' evening using the School Spider Parent Portal
- Work with academic staff to assist with school trips, residentials and other events
- Ensure school trips and activities are added to the School Spider Parent Portal System for payment and the enrichment brochure is maintained
- Be responsible for the schools compliance with GDPR
- Ensure data security and report any issues to the ICO
- Order and prepare the new academic year exercise books