



REDLANDS PRIMARY SCHOOL



Administrator Application Pack

To start as soon as possible

Contents

Job description

Person specification

Information about our school

Key dates

Links to separate documents

Application Form

<http://www.redlandsschool.co.uk/current-vacancies>

School Brochure

<http://www.redlandsschool.co.uk/our-school/school-brochure>

School Development Plan

<http://www.redlandsschool.co.uk/our-school/school-development-plan>

Safeguarding Policy

<http://www.redlandsschool.co.uk/policies-1/policies>

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education and Community Services
Post Reference No:	Location: Redlands Primary School
Job Title: School Administrator	Grade/Salary Range: RG3m sp 5-11

JOB PURPOSE

- To provide general administrative support to the school
- To act as first point of contact for day-to-day IT issues within school

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- To be responsible to the Head of School, School Business Manager and the School Office Manager

MAIN DUTIES AND RESPONSIBILITIES

Reception duties

- Create a professional and welcoming environment in the school reception area, promoting the values of the school.
- Act as the first point of contact for visitors, greeting and welcoming and providing initial assistance.
- Manage access to the school via intercom communication from the road.
- Ensure all visitors are registered on arrival and that safeguarding checks are completed (DBS/ID seen) and update the Single Central Record (SCR).
- Ensure visitors are issued with school safeguarding security information and contact the person they are visiting.
- Answer incoming calls and deal with straightforward general enquiries. Take messages or pass the call to the relevant staff member. Ensure clear, precise and accurate information is recorded and provided.
- Ensure that all messages relating to pupils are passed on efficiently including changes to childcare arrangements.
- Maintain communication with parents via text and email.
- Maintain records for pupils who arrive late or leave early.
- Make day to day and emergency contact with parents relating to injuries, illness and behavioural incidents.
- Ensure that reception duties are covered throughout the school day by working with the Office Manager.
- Maintain display boards in the reception area ensuring all information displayed is up to date and relevant.
- Take payments and receipt monies received for school merchandise, clubs and trips.
- Sort and distribute post and deliveries to the school including checking against delivery notes and orders.
- During an emergency evacuation ensure collection of the grab bag, pupil list and visitors books. Make sure visitors have been accounted for.

Administration

- Send and receive pupil information and raise queries with the RBC Admissions Department in connection with the reception class intake, in year admissions and year 6 secondary applications.
- Complete RBC online school spaces notification form, weekly.
- Add children to all lists/systems, eg. Hodder, consent, dinner, parent email, ParentPay.
- Ensure children with medical conditions who require medication have a red information card, which is displayed in the staff room and a copy given to the kitchen.
- Check all pupil data is stored correctly, whether in hard copy form within the school filing system or electronically on SIMS.
- Manage and maintain pupil attendance on SIMS.
- Discuss and process pupil holiday requests with the Headteacher in accordance with EWO guidelines.
- Promote and maintain Free School Meal entitlement information on SIMS including forms/collecting evidence/using checking service.
- Check e-mails and pass on information, making prompt replies when necessary.
- Deal with and respond to a variety of contact from pupils, parents and visitors including direct telephone and written correspondence ensuring clear, precise and accurate communication.
- Deal with day-to-day queries from staff (may arise from phone call, walkie talkie communication or email) and ensure the relevant person is contacted promptly to deal with any issues that may arise.
- Generate and respond to correspondence as directed by SLT, Teaching Staff and others from Admin Team.
- Liaise with Headteacher to ensure reception intake parent packs are up to date prior to distribution.
- Maintain content of school website and update regularly with newsletters, photos or other documents etc.
- Take and compile photos for relevant notice boards taking account of staff and pupil consents.
- Update classroom notices/door signs/playtime passes.
- Maintain the school inventory and undertake an annual check.
- Manage the Scholastic Book Club.
- General administrative tasks.

IT & Data Support

- Log tickets with the external IT support provider where there are problems with the school's hardware, software and the network. Track progress on tickets that have been logged.
- Where possible, troubleshoot basic problems with IT equipment, smartboards and projectors as required.
- Transfer statutory data from Target Tracker to SIMS.
- Accurate entry of pupil records/data into SIMS including updates to pupil information.
- Prepare, send and receive CTFs for all pupils leaving or joining the school.
- Complete and submit pupil registration forms for SATS.
- Occasional admin support for teachers to ensure that data is available on software packages.
- Submit details of staff and pupil new starters to the external IT support for network logins and email accounts to be created.
- Create staff and pupil logins for online learning.
- Complete and return regular meter readings to the photocopier company.
- Signpost parents to the appropriate support when they call in with ParentPay queries.

Support for School

- 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.
- Ensure matters relating to the safeguarding of children are prioritised and raise any safeguarding concerns with the Designated Safeguarding Lead or Deputy.
- Be aware of and support individuality to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of the school's confidentiality policy.
- 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.

DUTIES BEYOND THE GATEWAY

- Maintain the nursery waiting list and support the nursery admissions process including the allocation of places according to the criteria stipulated in the admissions code.
- Collate and distribute This Term in Redlands to all staff, governors and families via email.
- Ensure all assessment data, is entered onto SIMS and submitted to the relevant bodies, within the correct timescales. Run data transfers as requested by the LA including Early Years & teacher assessment data.
- Work with the Headteacher and other colleagues in the collating and reporting of school data, including all assessment data.
- Maintain and monitor the Cool Milk system making sure the data is kept up to date and confirming weekly numbers with them. Submit monthly Cool Milk claim to NMRU.
- Gauge interest in extra-curricular clubs and manage the administrative setup to get them started. This includes communication with parents, obtaining the correct documentation, SCR checks, payment from parents, creating registers. Ensure the continuing smooth running of these clubs.
- Produce complex reports from SIMS to allow the collation of weekly and termly attendance data to be shared with the Headteacher and Local Authority
- Liaise with the Headteacher/EWO regarding attendance issues and support initiatives to improve attendance with reference to the Attendance Policy. Meet regularly with the EWO and follow up attendance concerns with families.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget or other resource responsibilities

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED

Does the post require a check against the list of people barred from working with vulnerable adults? NO

Does the post require a check against the list of people barred from working with children? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? – Childcare Disqualification Declaration

Is this post 'politically restricted'? NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual.

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above.

Signed:

Date:

PERSON SPECIFICATION



School: Redlands Primary	Education & Community Services
Job Title: School Administrator	Post Reference No:

Qualifications/Education/Training:

- Clear understanding of administration procedures
- Good numeracy and literacy skills

Experience:

- Office based administrative or customer service experience
- MS Office packages (word, excel, outlook)

Skills, Abilities and Competencies:

- **Tact, diplomacy and confidentiality.**
- High standard of interpersonal and communication skills including ability to handle challenging situations.
- Ability to work under pressure and set and meet pre-determined deadlines where they may change at short notice.
- Knowledge and understanding of different social, cultural and physical needs of children and families.
- Able to record and present standard numerical information. Able to check and interpret this information.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding school roles and responsibilities and your position within these.

Specific Working Requirements:

Detail any specific details such as shift work, Saturday working, unsocial hours, the need to wear a uniform, working away from the office on occasion, home working, etc.

Information about our school

Redlands Primary School is a values-based community school, which celebrates the exciting and diverse population we serve. We are situated in the heart of Reading, close to the University and Royal Berkshire Hospital. We have a nursery which offers 26 morning places for children from the age of 3, and our school provides full time tuition for children from the age of 4 to 11 years. We currently have 212 pupils on roll and over 40 languages spoken in school, which we consider to be a wonderful learning opportunity for our children.

At Redlands we are convinced that the emotional wellbeing of all members of our school community forms the basis of success. For this reason, we give high priority to the personal, social, moral and ethical education of our children. With this strong foundation they are able to develop into active, engaged learners and responsible global citizens.

We foster a 'growth mindset' culture at Redlands. The children understand that, in order to learn, they must be brave and make mistakes, and this allows them to tackle challenges they wouldn't have attempted before. We truly believe a fixed mindset is a huge barrier to learning. Those with a 'fixed' mindset will only tackle tasks that they know, in advance, they will succeed at. Those with a 'growth' mindset will not only willingly tackle difficult tasks, but will actively thrive on them. We nurture our children to become life-long learners enabling them to believe there are learners and can create their own successes. Our aim therefore must be to develop a growth mindset for all our pupils, for ourselves and for all adults involved in working with the children.

Our school provides a stimulating, creative, enriched curriculum that challenges all children to achieve both academically and socially. We benefit from strong partnerships with Alfred Sutton Primary School, our parents and members of our community and we aim, in return, to play our part in local life. We pride ourselves in being a community which helps one another and stand united together.

Our vision for Redlands is to strive continually for high levels of achievement and challenge in a creative and nurturing environment which encourages children's aspirations, self-confidence and independence, and where children build meaningful relationships within both local and global communities.

Key Dates

School visits: Please contact the school office to arrange an appointment – see contact details below

Applications close: To be considered on receipt

Interviews: To be arranged

School contact details

Redlands Primary School, Lydford Road, Reading RG1 5QH

Tel: 0118 9375527

Email: admin@redlands.reading.sch.uk

Website: www.redlandsschool.co.uk



We look forward to hearing from you!