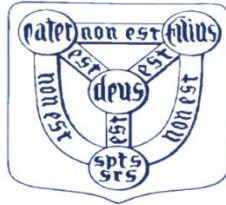


# Shellingford CE (A) Primary School



"Inspiring hearts and minds"

## **SCHOOL ADMINISTRATOR - JOB DESCRIPTION**

**Salary Scale:** Grade 6 point 8 - 13 £26,824 - £29,064 pro rata \*subject to experience

**Appointment type:** 35 hours - Permanent Full-Time position / term time only

The contract terms and duties are those in accordance with the current Local Government Services national agreement: '*School Support Staff – the way forward*' and the '*Diocesan Contract and Conditions of Service*' and the provisions of these documents will apply to the post holder.

All staff are expected to work within the stated aims and ethos of the school:

- ✚ In sympathy with the Church status of the school
- ✚ In developing the creative and reflective aspect of children's education
- ✚ In enabling all children to achieve their personal best
- ✚ In providing a stimulating and aesthetically pleasing environment for them to work in

**Rationale: under the guidance of senior staff, be responsible for undertaking administrative, financial, and organisational processes within the school.**

### Organisation:

- Deal with complex and sensitive reception manners involving parents, other visitors, and LA liaison as required. (*Communications: letters; emails; phone calls.*)
- Contribute to the planning, development and organisation of all support service systems, procedures and polices. (*Manage: school diary and appointments; letters and reports; filing and form filling.*)
- Assist with pupil first aid, oversee pupil medical conditions and welfare duties, liaising with parents / staff etc
- Organise and assist with school trips and events.
- Support staff where appropriate, e.g. First Aid training.
- Book training development courses for staff and organise supply cover, as required.

### Administration:

- Manage manual and complex computerised record / information systems. (*Undertake word-processing. Maintain and update: all pupil data; some personnel information, and all communications with parents.*)
  - Arbor: maintain pupil attendance records and update pupil information; maintain staff absence records and liaise with the School Bursar on personnel changes.
  - SchoolComms: initiate payment plans for school meals, after-school clubs, trips and workshops. Monitor debt management with the Finance Office and School Bursar.
- Analyse and evaluate data / information and produce reports as required. (*e.g. attendance; attainment data; pupil census*)
- Provide personal, administrative and organisational support to the Headteacher and School Bursar.
- Complete and submit complex forms and returns etc, including those to outside agencies. (*e.g. DFE and LA returns.*)
- Undertake processes regarding personal data and the upkeep of personal records, including centrally held DBS, Prohibition Order checks, the SCR and GDPR.

### Resources:

- Operate relevant office equipment and complex IT packages.
- Monitor and manage supplies within an agreed budget, catalogue resources and ensure correct deliveries.
- Liaise with uniform suppliers and notify any changes in uniform policy.
- Provide advice and general guidance to staff, pupils, parents and others.
- Manage administration of facilities including use of school premises during school hours.
- As a keyholder, assist with out of hours emergencies as required.
- Manage additional casual staff and contractors working on premises.

### Premises:

- Support the Headteacher to maintain an overview of all health and safety records (*e.g. fire records; evacuation; visible checks of equipment; water hygiene; asbestos; H&S walks*)
- Liaise with OCC and LA / Diocesan surveyors to discuss school premises issues (*e.g. premises repairs, maintenance and security issues*).
- Obtain advice, quotations etc for work and make recommendations to the Headteacher.

### Responsibilities:

- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting to all concerns to the Headteacher, or Senior Teacher in the absence of the Headteacher.
- Contribute to a welcoming school environment which supports the overall ethos and ensures equal opportunities for all.
- Establish constructive relationships and communicate with other agencies / professionals.
- Participate in staff meetings, training and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Show prospective parents around school in consultation with the Headteacher; liaising with admissions when necessary.

### Additional duties:

- Liaise and assist with the implementation of staff well-being and work-life balance awareness.
- Undertake duties as principle First Aid Officer and Fire Marshall.

## **Health and Safety**

**Rationale: to take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any health, safety and welfare concerns with the class teacher/Headteacher.**

School Administrator is required to (from LA guidance):

- Alert the Headteacher of site safety issues and take appropriate remedial action.
- Ensure: all staff are adequately First Aid trained; periodic checks are made of first aid medical boxes; current arrangements and information are disseminated to staff.
- Completes and reviews all office risk assessments.
- Signs in visitors and ensures they wear a badge and are briefed on the emergency procedures.
- Actions hazard reporting and maintains documentation.
- Submit Accident, Physical and Verbal Abuse documentation to the Health & Safety Team.
- Arrange the annual maintenance of plant equipment (e.g. PAT electrical testing, boiler, fire alarm).
- Ensure accurate records of all equipment and resources purchased are maintained to OCC prescribed standards.

### Support staff:

- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Assist in the completion of risk assessments and review procedures periodically (e.g. lone working, working at heights, manual handling)

- Annually undertake personal training needs analysis.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

All employees:

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues.
- Raise health, and safety and environmental issues with pupils.
- Report any safeguarding concerns to the Headteacher, as Designated Child Protection Lead.

**The job description will be reviewed annually, and any changes will be subject to consultation.**

Job Specification revised and updated March 2026

**Support Staff signature:**

**Headteacher signature:**

**Date:**