



## **Job Description**

**Post:** School Administrator  
**Grade:** 4, point 7  
**Hours:** School-specific (see below). Term Time plus INSET (39 weeks)

### **Main Scope of the role**

To provide a comprehensive level of administration support to the school, organising, maintaining and monitoring the school's day-to-day systems. Working collaboratively with the other Administrators within The NCSF Trust to share knowledge and best practice amongst the team, under the guidance of the Headteacher and the Trust Schools Business Manager.

### **Duties & Responsibilities**

#### **General**

- Provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner.
- To uphold the school's vision and values.
- Organise the School Office and maintain the necessary hard copy and online systems for administration, communication and record keeping.
- Answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate.
- Deal with incoming and outgoing correspondence whether hard copy or email.
- Compose emails, letters, memos and reports as directed by the Headteacher or member of SLT
- Check identity of visitors and ensure all visitors' procedures are followed (issue appropriate coloured lanyard/badge, sign into visitors' log, issue health & safety/safeguarding information relevant to visit, ensure contractors sign the asbestos register as required).
- Keep inventory of all school assets up to date.
- Maintain the school's master electronic diary.
- Ensure the Gifts & Hospitality Register is maintained
- Ensuring Teachers 2 Parents is fully utilised in order to maintain effective communication with parents and for the organisation and booking of Parents Evenings.
- Ensuring lunches are pre ordered via ParentPay and up to date menus are uploaded. Assisting those that require support to achieve this.
- Using ParentPay where possible for the administration of trips (– permission and payment).

#### **Pupil Data Management**

- Maintain pupil and staff records on the school's Information Management System, monitoring and reporting on attendance and producing returns such as the Census
- Monitor absence and late arrival of pupils; contacting parents/carers to establish the reasons for pupils' absenteeism, flagging low attendance or patterns of absenteeism with the Headteacher
- Collate booking information for the school's breakfast and after school club and liaise with the Wraparound Care leader as required ensuring parents are using ParentPay to register and pre-pay.

#### **Human Resources**

- Working with the Headteacher & Trust Business Manager to prepare staff contracts and collate other documents relating to staff employment ensuring the successful on-boarding of new staff.
- Undertake DBS and other safeguarding checks and record and maintain the single central record.

- Processing staff expenses, overtime claims, leaver forms, change of personal details forms via Launchpad e-forms.
- Maintain school record of staff contract changes (new/changes/leavers/claims) for Central payroll function.

### Finance

- Utilise and manage Parent Pay to ensure school offices are cashless helping parents to set up and manage their accounts
- Manage payments for school wraparound care, trips, and lunches etc via Parent Pay
- Raise purchase orders for all supplies, materials, subscriptions, equipment etc on the Trust's accounting software (Hoge 100)
- Ensure effective procurement practice is followed in accordance with the Trust's Finance Policy and ensure best value principles are met, obtaining quotes for goods and services as stated in the policy
- Monitor and chase debtors arising on Parent Pay and raise any concerns with Finance Officer and Headteacher if necessary
- Where a Pre School is on site: work with the Operational Nursery Manager and EYFS Lead to ensure Nursery in a Box is updated and maintained for the pre-school Little Pickles, raising invoices and chasing any debts in a timely way.
- Liaise with and support the central Finance Team with requests for information to assist with the preparation of the Trust's monthly and annual accounts and audit.

### Premises and Health & Safety

- Administer the services for the upkeep of the premises and grounds, liaising with appropriate contractors and maintaining accurate records of all servicing requirements.
- Maintain all Health & Safety records and carry out mandatory weekly and monthly checks at both sites (fire alarms, emergency lighting, Legionella water checks).
- Maintaining the school's compliance in accordance with current legislation
- Obtaining quotations for premises works (repairs/surveys/compliance matters) and co-ordinating the works through to completion. Supported by the Trust Business Manager and Premises Director as required.

### Other

- Organise children's medical needs and keep rigid control over medication in school.
- Ensure inhalers/adrenaline auto-injectors etc are signed in/out of school on a daily basis if applicable.
- Assist teachers when needed in the case of staff absence
- Supervise and manage pupils in the playground and about the school premises
- **Ensure all information is treated confidentially and have absolute discretion at all times**
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.
- Attend all appropriate training courses and meetings.
- Any other reasonable duties as required that are commensurate with the grade of the role, under the guidance of the Headteacher.

1. Supervision – the post holder is responsible to the Headteacher and will work closely with the Trust Business Manager. The postholder is expected to carry out duties as directed by the Headteacher and other members of the SLT as appropriate.
2. Principal contacts – all staff, Chair of Directors/Directors, pupils, parents, members of education and other council departments, contractors and all other external bodies.
3. Special conditions – this job description sets out the main duties of the post, these duties may vary from time to time without changing the general character of the post or the level of responsibility.

**Note: This job description may be amended at any time in consultation with the post holder. The post is a Trust position and may require the post holder to work at other sites within the Trust subject to appropriate consultation with the post holder.**

**Last review date: June 2025**

**Next review date: June 2026**