

## JOB DESCRIPTION

<b>Job Title</b>	School Administrator
<b>Reports To</b>	Head Teacher
<b>Responsible For</b>	The first contact for visitors and incoming communication and the provision of a school administration
<b>Contract Type</b>	Permanent
<b>Pay Grade &amp; Scale Point</b>	Grade D SCP 5
<b>Hours</b>	17.5 hours (which includes 1.5 hours SEN administration)
<b>Location</b>	Winsley

### Purpose of the Role

The School Administrator reporting to Head of School will:

- Effectively communicate with and provide daily support to pupils, parents, school staff and governors through various means such as face to face, telephone, email and other forms of written communication.
- Complete the required administration and organisation of school office with a high level of accuracy in collaboration with the other school administrator

### Responsibilities

#### To provide an excellent local service

- Meet and greet, sign in visitors following safeguarding and Health & Safety procedures
- Answer telephone and deliver messages as needed
- School calendar management
- Open and check deliveries, including post
- Update website
- Action CTFs between schools
- Pupil absence recording
- Class photos including photo permission/general permission consents
- Open day preparation, communication and organisation through Even Bright
- Newsletters
- Fruit and vegetable administration
- Milk distribution and ordering
- Transport and trip management for day trips and residentials.
- Organise and manage the administration for clubs and wrap around care including income and expenses
- General communication letters
- Manage emails
- Maintain pupil and staff data within relevant systems (Arbor& iTrent)

### **Finance School Level (see more detail in Finance delivery workflows)**

- Food vouchers (Wiltshire)/free school meal vouchers for holidays (BANES)

### **Operations and Estates**

- Maintaining key holders records and access
- Ordering items for and maintenance of emergency grab bags
- Adhering to Trust policies on security and reporting of issues

### **Catering**

- Promotion of free school meals
- Support parents with form completion if needed
- Support Headteacher with all communications around catering – to parents, Operations team or catering manager
- Collate feedback/ideas
- Populate website/social media to promote meals and actively promote census days to maximise government funding.

### **Communications**

Support Headteacher/Operations within the following school level areas

- Update website
- Engage with Palladian staffroom for resources and updates
- Supporting the Headteacher with maintenance of up to date internal/external news channels to drive collective messaging.

### **Data Protection**

- Attend required training

### **Governance**

- Support Headteacher/Operations with required detail

### **Education Excellence**

- Link in and support with team training, updating systems where required and obtaining certificates.

### **IT**

- Signpost colleagues for all queries and issues through to the IT ticketing system
- Attend all school level IT training (cyber security etc)
- Alert IT team of all IT risks and breaches

### **National College**

- Provide local level access to colleagues

### Other responsibilities

- Supporting the Headteacher with SEN administration

### Experience Required

- Previous experience with office administration, office management or similar role
- Experience of written and verbal communication and to operate with high level of accuracy
- To navigate IT suites and online cloud software
- Experience of using SIMS is desirable but not essential as training will be provided
- Experience in diary management & coordination of projects
- Capable of communicating at various levels ranging from pupils of our school to Senior Leadership Teams

### Expectations

As appropriate to the postholder's duties must be carried out in compliance with the following:

- Trust Policies
- Code of Conduct
- Financial Regulations
- Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
  1. To work flexibly as required
  2. To maintain confidentiality of the Trust's affairs
  3. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
  4. Participate, support, and comply with Trust arrangements for responding to emergencies and/or business interruptions.
  5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.
  6. To put all children, in the Trust, at the core of all decisions and actions
  7. To be an ambassador for Palladian Academy Trust
  8. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

### Safeguarding Statement

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All short-listed candidates will be subject to the appropriate online checks and Google searches as part of our recruitment process. Your suitability to work with children and young people will form part of the selection process.



The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive and robust pre-employment checking process. Prior to appointment Palladian Academy Trust will apply for an enhanced DBS check plus a further check against the appropriate barred list, references from current and previous employers, health screening, and the right to work in the UK.

Signed:

Signed:

**[Line Manager]:**

**[School Administrator]**

Date:

Date: