 

**Job Description**

Title of Job: Senior Administrator

Salary Band/Grade: Band C SCP 5

Hours/weeks: 8am – 4pm Monday -Friday 37 hours per week –Term time only plus five training days

Responsible to: Head of School / Executive Principal

**Job purpose**

* To take responsibility for the day-to-day operations of the office.
* To provide effective administrative support to the school’s SLT and other staff of the

school, parents and carers, the public and other agencies.

**Duties and responsibilities**

* General reception/clerical duties.
* Always ensure safeguarding.
* Respond in a pleasant and professional manner to all visitors to the academy.
* Awareness of daily routines/academy business to pass on information efficiently.
* To manage the school’s admin email account, responsible for forwarding on relevant and important emails.
* To ensure the maintenance of clear and effective filing, records, and other systems and keep them regularly updated.
* Responsibility for administering school admissions procedures and accurately maintaining the school management information system.
* Responsibility for pupil attendance, including first day calling and consulting with the Family support worker.
* Consult with staff for organising school trips and extracurricular activities.
* Manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.
* Raise purchase orders using the academy’s finance system. Oversee use of charge card.
* Track agency supply workers and approve timesheets.
* Have responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and finance processing.
* First point of contact for catering, maintaining dinner system and records, contact between school & catering company.
* Manage, collect, and reconcile all monies, providing statistical information as required, administering Free School Meals/Universal Infant Free School Meals eligibility.
* Have responsibility for liaison with ICT Technician support.
* Be in receipt of daily post, opening and distribution.
* Maintain all forms of communication with parents, such as text messages/emails, and maintain an effective before and after school club system.
* Keep the Reception and entrance hall area tidy and maintain displays.
* Collect information for and proofread school letters/newsletters.
* Lead on promotion and advertising of school, including through social media.
* Promote and embrace the Church of England vision and values of the academy.
* Maintain and keep up to date the Single Central Record. Manage and monitor DBS checks and arrange checks/renewals as appropriate.
* Set an example of personal integrity and professionalism.
* Attend appropriate staff meetings and parents’ consultations.
* Manage all statutory returns, census data, and have responsibility for compiling and returning statistical information as required by the Trust, Local Authority, DfE, etc.
* Recording data relating to the ordering, scheduling, receipting and payment of goods and services.
* Ensure all tasks are conducted with due regard to health and safety.
* First Aid recording – administering medicine, contact with parents & completing any paperwork.
* Fire Marshall.
* Undertake regular training.
* Any other duties which are commensurate with the grading of the post and educational setting.

**Personal Specification**

*Candidates should ensure that they meet the essential criteria for qualifications and provide supporting evidence.*

|  |  |  |
| --- | --- | --- |
| **Qualifications and Training** | **Essential** | **Desirable** |
| A good level of education including English & Math’s A-C, A Level/NVQ 3 qualifications | Yes |  |
| A strong knowledge of Microsoft Office software,  including Word, Excel, and PowerPoint | Yes |  |
| Experience at using School MIS |  | Yes |
| **Experience** |  |  |
| Experience of working in an educational setting |  | Yes |
| Experience of using school software systems including sims |  | Yes |
| Successful experience working with general public | Yes |  |
| **Skills and Qualities** |  |  |
| Be adept at problem-solving, including being able to identify and resolve issues in a timely manner | Yes |  |
| Ability to analyse information | Yes |  |
| Be organised, accurate and thorough in their work, ability to work to tight deadlines | Yes |  |
| Ability to maintain and enhance effective systems for a  smooth running of the school | Yes |  |
| Ability to be flexible in a busy office environment | Yes |  |
| An understanding of the importance of confidentiality | Yes |  |
| **Personal skills** |  |  |
| Ability to establish positive relationships with staff, pupils, and parents | Yes |  |
| Ability to communicate effectively in writing and orally | Yes |  |
| Ability to deal sensitively with people and resolve conflicts | Yes |  |
| Ability to listen and respond appropriately | Yes |  |
| Ability to quickly adapt to change | Yes |  |
| **Attitude** |  |  |
| Willingness to extend skills through appropriate training | Yes |  |
| Demonstrate a commitment to safeguarding and promoting the welfare and development of young people | Yes |  |
| Committed to equal opportunity | Yes |  |

