



Senior School Administrator

Job Description and Person Specification

#AsOne

KernowLearning

Job Description

Job Title:	Senior School Administrator
Location:	WENDRON CoE PRIMARY SCHOOL
Responsible to:	Headteacher, Leadership Team
Grade/Salary:	F6
Hours:	15 hours per week, Monday to Friday 39 working weeks per year (term time + inset days)
Supervisory Responsibility for:	n/a
Important Functional Relationships:	<u>Internal</u> Headteacher, Leadership Team, Trust Central Team, Teachers, Support Staff, Pupils, Governors <u>External</u> Trust Colleagues, Parents, LA Departments, Contractors, ESFA, visitors to the academy

Job Purpose

- To act as first point of contact for all visitors to the school, in person or by telephone.
 - To provide administrative and clerical support to the academy
 - To be responsible for maintaining accurate pupil data
1. To provide a professional and confidential administration service for the school including word processing of correspondence, reports, publications and other documents as required as well as photocopying and document collation as requested by staff.
 2. To welcome all visitors to the school, ensuring signing in procedures are followed in accordance with the Trust's Safeguarding procedures,
 3. To receive and prioritise incoming telephone calls and deal with them appropriately, taking messages as required. To liaise with staff, governors, pupils, parents and outside agencies as and when required.
 4. To update the IMS system and other pupil records, including attendance records, ensuring all files remain up-to-date and in accordance with GDPR legislation requirements and to participate in maintaining back-up systems.
 5. To process and maintain accurate school attendance records and process data in accordance with the recognised administrative procedures for maintaining up to date attendance records. To produce reports and statistical information relating to school attendance as requested.
 6. To ensure that effective communication is maintained throughout the academy to pupils, staff, parents and governors.

7. To administer the text messaging system ensuring that all messages are sent to parents in accordance to their instructions (either by text or email) as instructed by the Headteacher.
8. To be responsible for the administration associated with the school's intake of new pupils and pupils leaving the academy, ensuring records are forwarded appropriately. To coordinate Y6 pupil transfer information in accordance with LA guidelines.
9. To liaise with the Headteacher to ensure that all voluntary helpers receive the appropriate induction and training with the Headteacher and that all safeguarding checks and DBS clearance is received prior to commencing at the school.
10. To liaise with the Headteacher regarding all volunteers, visitors, agencies and contractors to the school to ensure compliance with Keeping Children Safe in Education safeguarding procedures and requirements of the Single Central Record.
11. To regularly update information given to families or prospective new families, in liaison with the Headteacher.
12. To organise appropriate paperwork in connection with admission appeals as necessary and as directed by the Headteacher
13. To be responsible for the maintenance of electronic and manual records including the timely completion of returns including the termly Pupil Census, reports and statistics as required by the EFA/DfE and/or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
14. To maintain accurate records of pupil medical needs and pass medical and dietary information to relevant Classteachers, SLT, Catering team and First Aid colleagues.
15. To maintain up to date and accurate records of parental consent forms (local visits, photographs, medical, etc.).
16. To arrange and organise pupil medical and health checks, i.e. sight, hearing, weighing & measuring, as requested by the external nursing team and health agencies.
17. To assist the Headteacher in maintaining accurate records of all information related to Pupil Premium and prepare annual reports as required by the Headteacher.
18. To be responsible for office organisation including stock control of office stationery and consumables, To maintain the photocopier and ensure photocopying supplies are available
19. To collate and forward all invoices received to the Trust Finance Team. To be responsible for the administration of the parent payment system and for banking any monies received, ensuring adherence the Trust's financial procedures. To liaise with the Finance Team on action in respect of debts.
20. To regularly update the school website, ensuring all statutory information to ensure compliance with requirements.
21. To carry out administration in relation to out of hours lettings, ensuring the relevant paperwork and safeguarding procedures are in place in line with the Trust's lettings and safeguarding policies.
22. To obtain verification of receipt of goods or services from members of staff in accordance with recognised office policies.
23. To hold First Aider certificate and act as First Aider when required and to administer prescribed medication in accordance with the academy's medicine's policy.

HR/Single Central Record

24. To ensure that all volunteers and governors undergo relevant Trust safeguarding checks, and that any follow-up actions have been carried out prior to commencement date.
25. To liaise with the Trust's HR Team with regard to recruitment of new staff, to ensure that all relevant safer recruitment checks have been received by them prior to the employee start date.
26. To maintain the Single Central Record, in liaison with the Designated Safeguarding Lead to ensure it is compliant with statutory legislation at all times. To meet regularly with the Designated Safeguarding lead to check the SCR and liaise on the implementation of latest safeguarding guidance. To liaise with the Trust's HR Team to ensure the Employee section of the SCR is up to date at all times.
27. To regularly update safeguarding documentation and processes regarding all third party, contractor, visitors and volunteers to the academy and to update the SCR as appropriate.
28. To inform the Trust's HR Team about all starters and leavers to ensure correct and up to date staffing information is held on the HR/Payroll database. To hold up to date personnel files for all staff, ensuring statutory documentation is held on all files.
29. To inform the Trust's HR Team of all staff absences promptly to so that records held on the HR and payroll system are accurate. To liaise with the Trust's HR Team to ensure staff absence insurance claims are submitted promptly and in accordance with the terms and conditions of the policy.
30. To assist the Trust's HR Team, as required, with queries about the annual School Workforce Census.
31. To collate payroll forms received in respect of overtime/supply, and ensure they are authorised by the Headteacher, and submitted to the Trust's HR Team prior to the payroll deadline date each month. To communicate with the Trust's HR Team regarding all starters/leavers and variations to staff contracts promptly by the payroll deadline date each month.

General

1. To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature
2. To be aware of and work in accordance with the Academy's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
4. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
5. To be responsible for his/her own continuing self-development, undertaking training as appropriate.
6. To undertake other duties appropriate to the grading of the post as required.

In addition the following 'Code of Conduct' areas:

- operate at all times within the stated policies and practices of the School;
- aim for the agreed vision of the School;

- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- take responsibility for 'safeguarding' our children
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the School;
- take responsibility for their own training, development and duties in relation to School policies and practices;
- liaise effectively with parents and governors.

Wellbeing

- Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.

Signed by Employee:

Date:

Signed by Line Manager:

Date:

Person Specification

Job Title: Senior School Administrator

Kernow Learning is dedicated to appointing the best possible candidate for the position of Senior School Administrator. The successful candidate will be professional, calm under pressure and able to use their initiative, their excellent communication and organisational skills are key.

	Essential	Desirable	Evidenced in
Education and Qualifications			
Attainment of GCSE qualifications (or equivalent) to include English and Maths at grade C.	✓		Application Interview
NVQ level 2 or Level 3 (Administration)		✓	Application Interview
Experience			
At least 2 years' experience of working in a senior administrative role	✓		Application Interview
Experience of working within a school/college office.		✓	Application Interview
Knowledge and Skills			
Good numeracy & literacy skills.	✓		Interview
Computer literate, confident in use of Microsoft Word/Excel and e-mail.	✓		Interview
Good communication skills.	✓		Interview
Good organisational skills.	✓		Interview
Knowledge / understanding of school safeguarding procedures.		✓	Interview
Experience in use of other computer packages/database		✓	Interview
Personal Attributes			
Self- motivated, pro-active and enthusiastic.	✓		Interview
Team worker.	✓		Interview
Professional, reliable, discreet and efficient	✓		Interview
Welcoming, friendly and patient approach.	✓		Interview
Meticulous, taking pride in own work.	✓		Interview
Willing to go the extra mile to support the team and the academy.	✓		Interview
Willing to assist and participate in school events.	✓		Interview
Comfortable with children and young people.	✓		Interview
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓		Interview

