

Job Description

Post:	Extended Schools Administrator
Grade	H4 – 15 hours per week
Responsible to:	Head of Schools / Executive Head
Start Date:	March 2025

PURPOSE OF JOB

- To provide general clerical and administrative or financial functions for the school under the direction or instruction of senior staff.
- Follows instructions or set routines. Decisions relate to own daily workload.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

PERSONAL AND PROFESSIONAL STANDARDS

- Committed to safeguarding and promoting the welfare of children and young people.
- Support the aims and ethos of the federation and have regard to the Church of England character of the foundations of the federation and its schools and not do anything in any way contrary to the interest of the foundation.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development and training.
- Provide a courteous, prompt and polite service to all members of the federation community and of its schools, including parents, pupils, all staff, contractors and suppliers and other visitors.
- Actively contribute to the federation's mission statement by forming positive relationships within the federation and schools' community and working collaboratively and in good humour with colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the federation and its schools, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Head of School.

KEY RESPONSIBILITIES

1. Dealing with all enquires and correspondence relating to Extended Schools provision across Castle CE Federation.
2. Ensuring that the club provision in place across the federation is consistent and unified and effectively communicate with our users.
3. Undertake a range of financial procedures in relation to the Extended Schools provision, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues.
4. Using Connect, administer the allocation of Nursery places.
5. Using Arbor, administer the allocation of places of wraparound care within each club / class according to criteria.
6. Produce lists, information and data as requested by senior staff or external agencies (e.g., 30 hours nursery, Extended Schools data).
7. Using Arbor, administer school trips (including costings / receiving payments etc).
8. Maintain manual and computerised records and management information systems.

Individuals in this role may also undertake some or all of the following:

- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff.
- First point of contact for sick pupils, liaise with parents / carers / staff.
- Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
- Occasionally handle cash e.g., for school visits, dinner money, etc.
- Undertake some HR admin such as DBS checks, organising volunteers, staff training and maintain training records.
- Undertake some website management in relation to your role.
- Send whole school communications to parents on behalf of the schools.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.