



**School Administrator
(with responsibility for Attendance and Admissions)**

Pay grade: H4/1

pro rata

Term time + 1 week (Inset days)

35 hours per week

This role is managed by the Office Manager

Key responsibilities

- Provide comprehensive administrative support to the school.
e.g., data input, photocopying, filing, phone calls, emailing, letter writing, completion of routine forms, processing school meals etc. This could be in conjunction with other members of the office team and also directly supporting the senior leadership team of the school.
- Update manual and computerised records/management information systems (e.g. Arbor and CPOMS)
- Lead on all aspects of admissions, attendance and punctuality
- Lead on off rolling pupils in a timely manner
- To maintain accurate student records
- Complete the termly census
- Undertake other admin tasks at the Office Manager's discretion
- Monitor and respond to matters arising through the school admin e-mail inbox.
- Manage FSM applications and FSM vouchers for the holidays
- Manage the school's EY portal
- Set up clubs and other payments on Arbor.

Individuals in this role may also undertake some or all of the following, amongst other activities:

- Undertake general reception duties, act as a point of contact in response to telephone and face-to-face enquiries, sign-in/out visitors.
- To act as a point of contact for sick pupils, liaising with parents / carers / staff in a timely fashion.
- Assist with arrangements for visits and visitors, for example by school nurse, supply teachers, school photographer etc.



- Lead on ensuring attendance is completed on Arbor for all classes. Contact children's parents/carers for absent children.
- To receive deliveries, check and arrange orderly and secure storage of supplies.

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

Job Context

- The school has a small team of administrative staff, who provide the full range of reception and administrative functions. This role forms a part of that team.
- The post holder will follow instructions and/or the set routines within the typical running of the school. Decisions relate to own daily workload, where a degree of autonomy is given.
- The post holder will communicate with other school staff and teachers, the senior leadership team, pupils, parents / carers, suppliers, visitors regularly.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks and school related office procedures
- Problems are normally routine, requiring straightforward solutions; more difficult problems are referred to others when needed.
- The post holder will communicate with other school staff and teachers, the senior leadership team, pupils, parents / carers, suppliers, visitors. This is to include written communication.
- Standard keyboard skills, use of office equipment is also required.

Supervision

- Follow instructions or set routines.
- Decisions relate to own daily workload.
- The post holder will have no supervision responsibilities of other staff.
- May be required to demonstrate administrative duties to new or less experienced staff.

Problems, Demands & Decisions

- First point of contact dealing with difficult issues related to visitors/parents. Problems are normally routine, requiring straightforward solutions; more difficult problems might be referred to others
- Concentration for undertaking administrative tasks
- Exposure to emotionally demanding situations is infrequent



-
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils

Dimensions

- May handle small amounts of cash (ad-hoc and infrequent)
- Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range

Physical Effort

- Requires normal physical effort; with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment. This is mainly a 'public facing/ public liaison role'.