



# THE GILES NURSERY AND INFANTS' SCHOOL



## JOB DESCRIPTION

Post: **School Administrator:**

Purpose of the Role: To provide administrative and organisational services to the School under the management and guidance of senior staff.

Responsible to the School Business Officer and Headteacher

*Key Tasks to include, but not be limited to:*

- Providing administrative and organizational services to the school and supporting colleagues in fulfilling these functions
- Liaising with pupils, parents/carers via written communication, face to face and electronic communications, e.g. using Arbor App.
- Liaising with other staff and external agencies with reference to the school diary
- Completing IT based tasks, including word processing and use of other administration based programs including the School's MIS.
- Organising meetings and taking notes where required
- In the absence of the Admin Assistant, to undertake the necessary daily tasks, including Reception duties, acting as first point of contact with visitors and taking telephone calls. Ensuring any relevant ID for visitors is collected and copied
- Maintaining manual and computerized records and information, including individual pupil files with special attention to academic year end processes
- Opening and distribution of incoming correspondence via school generic email address, including sending all absence emails to the Admin Assistant
- Processing forms, e.g. catering returns and preparing returns for authorization and subsequent submission to the local authority or other designated outside agencies
- Place orders for purchases and relating to premises maintenance as authorized by the Headteacher, ensuring all orders are placed in the pink book
- With the Administration Officer, administer the registration of new pupils in line with the Nursery, Reception and In-Year Admissions' processes.
- With the Administration Officer, administer the removal from roll of pupils in line with the Admissions' processes.
- Assist with pupil welfare matters, including contact with parents, staff, paperwork for administering medicines and accident reporting.
- Confirming pupil eligibility for Pupil Premium Grant and Early Years funding and recording in the School's MIS.
- Administration for out of hours clubs and extended provision.
- Co-ordinating school milk orders and the provision of fruit under the School Fruit & Vegetable Scheme.
- Supporting teaching staff with the organization of educational visits and on-site curriculum events such as workshops
- Input clubs and trips on to Arbor and keep the records maintained
- To cover for absent colleagues should the need arise and undertake any other duties commensurate with the role, as directed by the Head Teacher or senior staff.
- Assisting with the organization of school events and arrangements for the wide variety of visitors to the school.
- Co-ordinating with the Caretaker and Office team to facilitate the split-shift arrangement.



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- Keep the pm registers up to date, check and action any discrepancies daily
- Run weekly attendance reports to check the registers for that week are correct and up to date
- Action all student changes on Arbor as requested by parents/carers
- Distribute weekly newsletter to parents/carers and upload to the school website
- Ensure the school website is kept up to date

<b>Knowledge</b>	<b>Competencies</b>
Knowledge of school policies and procedures	Managing Relationships
Good knowledge of ICT packages and systems (e.g. Word, Power point, Excel, Arbor)	Planning and organising
NVQ level 3 in an appropriate subject	Communication (written and verbal)
NVQ level 2 (or equivalent) in English and Maths	Listening
Level 1 Safeguarding	Team working
Understanding of the Schools ethos and values	Detail Handling
	Team Working
	Problem Solving

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*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.*