

Mary Exton School



Job title	Administrator 1 & 2	
Pay Grade	H3	
Purpose of the Role	To provide administrative, organisational and general finance support to the school under the management and guidance of senior staff.	
General Areas of Responsibility	Letters to parents 1 st Aid Stock order Policies Critical Incident Plan Staff Handbook Music Lessons	Dinner money 1 st Aid Stock check Diary Website Supply
Common tasks:	<ul style="list-style-type: none"> • Answering and forwarding phone calls, transferring phone calls, taking messages and managing the phone system so that all data is correct and up to date and allows efficient directing of calls • Welcome all visitors to the office ensuring compliance with office requirements regarding visitor's book, local inductions, fire alarms and facilities • Liaise with pupils, parents and carers via written communication, face to face and electronic communications i.e. texting • Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages 	
Responsibilities:	<ul style="list-style-type: none"> • Open, sort and distribute incoming mail and post outgoing mail • First point of contact for sick pupils, liaise with parents / carers / staff • Assist with arrangements for visits, for example by school nurse, photographer • Ensure collection of attendance registers • Arrange orderly and secure storage of supplies. • Provides Admin support at meetings (notes of meetings) • Provide administrative, and organisational services to the school • Check incoming stock deliveries and arrange for distribution and storage • Provide reprographic support to teaching and non teaching staff. • Update manual and computerised records/management information systems • Oversee and maintain appearance of reception and meetings rooms • Maintain records of free school meals and undertake related financial administration, such as catering returns • Monitor pupil attendance and run reports • Organise arrangements for school visits and events • Undertake cash handling i.e. dinner money and school trips , uniform sales and photographs • Assist with producing marketing and promotion material for the school including social media and school website • Place and process orders 	
Knowledge	Good knowledge of ICT systems (word, power point, Excel. SIMS) NVQ level 2/3 (or equivalent) Level 1 Safeguarding Understanding of the School ethos and values	
Competencies	Managing Relationships Planning and Organising Communication (written and verbal) Listening Detail Handling Team working Monitoring Problem Solving	

To undertake any other duties of a similar level and responsibility as may be required from time to time.

To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.