



JOB DESCRIPTION

Job title: School Administrator
Reports to: Headteacher
Grade: Somerset NJC

Trust Ethos and Mission Statement

We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing innovation

All members of the team employed by the Academies for Character and Excellence support the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

1. Key Purpose of Job

Under instruction/guidance of Head teacher and Senior Leadership Team, to provide routine general administrative support to the school.

2. Key Duties

Organisational

- Undertake reception duties, answering routine telephone calls, face to face enquires and signing visitors into the school
- Greeting Trust visitors and escorting them to their meeting place
- Produce and report on daily pupil meal uptake and liaise with school kitchen
- Assist with welfare duties, liaising with parents / staff etc.
- Assisting with arrangements for visits by school trips, events etc.
- Responsible for Admissions
- Provide routine clerical support e.g. photocopying, filing, emailing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils' data
- Undertake typing, word-processing and other IT-based tasks including newsletters, diaries, emails and websites
- Take notes at meetings, as and when required.
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Monitor and maintain attendance records

Resources

- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet, website, publisher, Bromcom, ParentPay, CPOMs)
- Provide general advice and guidance to staff, pupils and others

3. The H&S Administrator duties are part of the wider Trust central operations team where they will liaise with colleagues regularly.

Main duties and Responsibilities:

Daily checks:

- Monitoring key box – to ensure all returned
- Site walk around – visual check and inspection of the site to pick up the following:
 - Site is safe and free from hazards
 - Car park – clear of hazards
 - Playground – clear of hazards
 - Fire exits – clear of debris
 - Lights - working
 - Perimeter – security safeguarding
 - Toilets- working
 - Security – CCTV – intruder alarm working
 - Forest area – free from hazards

Weekly:

- Visual checks of
 - Double glazing
 - Legionella checks – outside taps
 - Signage

Termly

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- Drills – fire drills
- Testing core points

There is an onus on reminding all staff they have a responsibility for health and safety and should report faults and issues as they occur.

Fire drills

Incident and accident

Reporting Oshens system

H&S TIG

H&S training – reports

First aid

4. General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

Other

- Any other duties required by the Headteacher or team leader, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times