

## JOB DESCRIPTION

### SCHOOL ADMINISTRATOR (GENERAL) GRADE 3 scp 4-6 (starting scp 4)

#### Main Purpose of the Job

- To ensure that the office is tidy and efficient at all times and that confidential paperwork remains secure in line with the General Data Protection Regulations.
- To provide administration support and use initiatives to further the aims and efficiency of administration for the school.
- To use appropriate communication methods when liaising with parents, visitors, staff and external providers.
- To act as a first point of contact with parents, carers, agencies and all visitors to the School.
- To provide an effective reception service for the school, dealing with callers, both on the telephone and in person, promptly and courteously.
- To provide administrative and organisational support to the Senior Leadership Team (SLT) when necessary.

#### Roles and Responsibilities

- To handle all confidential correspondence with discretion.
- Undertake telephone and reception duties, being first point of contact within the School for parents, carers, staff, governors, to include the greeting of visitors, following the School safeguarding procedures and relaying messages to the appropriate people.
- To deal with all visitors to Reception or by telephone in a respectful and helpful manner.
- Ensure that channels of communication both within and outside School are working efficiently and look to constantly improve these.
- Word process School documentation when required.
- Undertake photocopying, filing and general office duties.
- To sort incoming mail and despatch outgoing mail.
- Use Eschools to prepare checklists for school meal numbers and liaise with the external catering provider regularly.
- Produce a weekly report of school meal numbers for the external catering provider.
- Assist the School with the organisation of School trips and visits including booking coaches, ordering pack lunches and supporting Teachers to create and send letters to families.
- To maintain the appropriate level of stationery resources and exercise books, including monitoring stock levels, liaising with staff and sending order requests to the Finance Officer.
- Use electronic systems such as the Room Booking system and Help Desk to contribute to the effective running of the School.

- Ensure the School internal diary is up to date and informing the Site team of events which may require additional resources or are outside normal working hours.
- Recording Single Central Record (SCR) information onto the relevant forms with visitors when necessary.
- Ensure volunteers have signed in and completed all relevant paperwork including Volunteers details forms and SCR forms.
- Keep our Information Management System (SIMS) up to date and advising parents how to keep their details up to date.
- Ensure outgoing post is sent which may include Recorded Delivery services from time to time.
- Monitor and respond to emails coming through the admin@ inbox passing on necessary information to the correct person when appropriate.
- Use the Parent Messages diary as necessary.
- Ensure the Foyer is presentable and tidy at all times.
- Lost Property to be monitored kept tidy and communicated to Parents when required.

### **General duties**

- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection. reporting all concerns to an appropriate person
- Must carry out all duties in accordance with the school's Health and Safety Policy and to contribute to the review of this policy
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
- Participate in training and other learning activities required and to participate in appraisal and professional development
- To contribute to the professional development of other support staff Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
- Maintain the school's vision "An inclusive learning community that enables everyone to be their best" and the values that underpin it.
- The school also undertakes to provide an annual system of Performance Management.

Name.....

Signed.....

Date.....