



Job Description

Post: School Administrator
Responsible to: School Business Manager

Responsibilities

To undertake a range of administrative activities, including but not limited to:

- Support on school reception, taking phone calls and greeting visitors.
- Day to day finance administration including support with general banking and placing orders.
- Complete general school filing.
- Support the completion and maintenance of the school Single Central Record.
- Help to maintain the school governance records.
- General school administration including managing student data, amending addresses etc. within the MIS.
- Producing and printing letters and distributing correspondence to staff and students.
- Effective management of the whole school diary.
- Complete and maintain pupil records, including transferring records for pupil leavers.
- Support with pupil attendance, including making first day calls, pulling reports and sending letters.
- Printing and recording of dinner registers and producing invoices.
- Administration of breakfast and after school clubs.
- Oversee the admin email inbox, forwarding on emails and ensuring that queries are dealt with promptly and efficiently.
- The ongoing update and maintenance of the school website content including uploading news events.
- Assist with the administration and organisation of school trips and visits.
- Management and procurement of stock.
- To record and administer student medications.
- Maintaining confidentiality.
- Supporting GDPR compliance.
- Any other duties deemed necessary by school leadership.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5+ A*-C including English and Maths or equivalent • To be first aid trained or willingness to undertake training 	<ul style="list-style-type: none"> • A Degree
Experience	<ul style="list-style-type: none"> • Experience of working in a busy admin/sec retarial position 	<ul style="list-style-type: none"> • Experience of working in a school office
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills • Ability to prioritise tasks • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to work effectively as part of a team and a willingness to support others • Capability to work independently and use own initiative as and when required • ICT literate 	<ul style="list-style-type: none"> • Knowledge of school systems • Knowledge and previous use of Bromcom • An understanding of finance processes and procedures • To have internet management and update skills
Personal Qualities	<ul style="list-style-type: none"> • Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with staff, pupils, parents and external agencies • Reliable and punctual • Proactive and trustworthy • A commitment to safeguarding and promoting the welfare of young people 	