

St Patrick's Catholic Primary School

Job Description

Senior Administrator

Post Title:	Senior Administrator
Salary:	Scale 5 (Point 22 – 25)
Responsible to:	The Headteacher/School Finance Team
Hours:	37 hours per week term time only, plus 5 days

The information given in this job description is intended to give both postholder and management an understanding and appreciation of the workload of this job and its role within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Prime Objectives of the Post:

To be responsible to the Headteacher for the general administration of the school, the ordering and control of stock, the maintenance and completion of all school records and other general tasks commensurate with the post of school administrator.

Responsible for:

Administrative Assistant.

Decision Making:

To establish the priority of administration tasks on a day-to-day basis.

Responsibility for Assets:

Access to confidential files, finance, petty cash, visits etc.

Responsibility for all items of equipment and machinery within the school office.

Contacts:

Headteacher, Teaching and Support Staff, School's Finance Team, Administrative Assistant, Mid-day Supervisors, Catering Staff, Caretaker and Cleaners.

Pupils, Parents and Visitors.

LEA Departments

Governors

Contractors

Main Purpose of Job:

1. To support the School's Finance Team in the effective management of the school budget and resources
2. To support the Senior Leadership Team (SLT) in the administration of the school systems
3. To maintain the SIMs database and iTrent and submit pupil and staff records
4. To support the Headteacher in maintaining and monitoring staff information, including recruitment, contact details, medical information and absences
5. To maintain the school roll
6. To manage the income and expenditure in relation to school trips, school photographs and events
7. To manage visitors in school
8. To manage the work of the Administrative Assistant
9. To support the pastoral care of pupils

Key Aspects of the Job:

1. To be supportive of the school's aims
2. To promote the highest academic attainment and achievement for each child
3. To maximise the social, moral, spiritual development of each child
4. To adhere to the school's health and safety procedures and policies, placing the safety of the children as first priority
5. To work within timetables
6. To be flexible and adaptable
7. To work professionally as part of a whole school team
8. To maintain professional standards in relation to confidentiality and relationships with colleagues
9. To take part in training designed to assist in developing skills and knowledge required for the role.

Duties and Responsibilities:

1. To support the school's finance team in the effective management of the school budget and resources
 - The control and maintenance of other funds and disbursement procedures as required, including payments to the online payment system such as school visits, lettings, photographs, book fairs, Nursery, Out of School Club, lunches, uniform etc. and petty cash
 - The effective provision of admin services to the Leadership Team and teaching staff, including typing, photocopying etc.
 - To undertake the administration of recruitment of staff and volunteers
 - To undertake reception duties, including visits and telephone enquiries by parents, visitors, contractors, company representatives and others
 - Responsibility for dealing with incoming and outgoing correspondence
 - Responsibility for the administration and organisation of annual events such as parents' evenings appointments, new pupil/parent induction
 - To carry out any other duties commensurate with the post of senior school administrator as and when necessary
 - Any other jobs the Headteacher deems necessary
 - To sign up to the Disclosure and Barring Services (DBS) Update service on appointment to post or, for existing staff, at the next DBS renewal. You will be responsible for producing the DBS

certificate and registering for the service within the given timescale. Staff will be reimbursed the cost of registering for the Update service.

- 2 To support the SLT in the effective administration of the school systems:
 - The maintenance of all school records relating to staff and pupils, the processing of registration and absence information and the extracting of information from records for use in compiling statistical returns, reports, references etc.
 - To proof read letters, to take care of the photocopying, and posting of correspondence
 - To take telephone messages and ensure that they are passed on efficiently
 - Open and distribute post, emails and the electronic packet with strict regard to confidence
 - Liaise with Caretaker with respect to external bookings and contractors
 - Administer medication, with relevant signatures and inform parents of injuries other than very minor
 - Collate attendance daily, chase unexplained absences
 - To verify the identity, verify qualifications and DBS status for new/existing staff and volunteers
 - To maintain the school waiting list and nursery admission procedures
 - To undertake admin support for the appraisal cycle including job descriptions
 - To provide admin support for the EWM
 - To support EYFS staff and Before and After School staff in the production of annual booklets
 - To maintain the school diary and publish termly diary dates

- 3 To maintain the SIMs database and iTrent system and submit pupil and staff records
 - Complete termly pupil census returns and workforce census returns, submit data (unless it has been arranged with Calderdale HR for them to complete it)
 - Verify pupil attendance data in SIMs attendance module
 - Monitor and process pupil absence request forms.

- 4 To support the Headteacher in maintaining and monitoring staff information, contact details, medical information and absences
 - Maintain supply book and arrange cover as required with agency and reconcile time sheets
 - Process staff overtime sheets on iTrent and complete staff absence insurance claims. Submit claim forms to Calderdale FMS Section
 - Assist with the completion and submission of personnel forms to the LA.

- 5 To maintain the school roll
 - To ensure that prospective parents receive the school information booklet and admissions forms
 - Notify parents when the school receives admissions lists from the LA
 - Maintain schools admission register
 - Notify parents of dates for Reception Parents evenings
 - Organise the return of Reception and Y6 pupil admissions forms to the LA
 - To prepare and distribute class lists.

- 6 To manage income and expenditure in relation to the online payment system such as school visits, lettings, photographs, Nursery, Out of School Club, lunches, uniform etc. and petty cash
 - To manage payments
 - Keep detailed accounts for the use of petty cash
 - Keep detailed receipts.

- 7 To manage visitors in school
 - To provide supply staff with appropriate information
 - To supervise the admission of visitors into school, issuing visitor badges
 - To check the school diary to ensure visitors are expected and to check id of unfamiliar visitors
 - To ensure that visitors are entered in and out of the school's visitors book
 - To ensure that all visitors are well managed during their time in school.

- 8 To manage the work of the Administrative Assistant
 - To line manage the Administrative Assistant
 - Train staff where appropriate or needed.