



Carlton Miniott Primary School Job Description

Name:

Job Title: School Administrator

Responsible to: Headteacher

Grade: Band 7 SCP 19 - 22

Hours: 8.30am - 4.15pm Monday- Friday

Job Purpose: To provide an effective administrative service to the Headteacher and the School. The post holder will have some or a significant amount of responsibility for the supervision of employees and/or large sums of money or for considerable expenditures.

Job Context: Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential.

Enhanced DBS clearance required

Main Duties

Financial

- Managing the day to day finances of the school by using the RM Finance system to record income, expenditure and preparing cheques for signing.
- Managing the day-to-day operation of the school bank account, paying in monies and completing bank reconciliation.
- Inputting income and expenditure information and profiling budget heading
- Monitoring expenditure to raise issues with the headteacher
- Managing cash and cheques related to school uniforms, trips etc. via Parent Pay.
- Processing orders, deliveries, receipts and the payment of invoices.
- Banking monies for school dinners and other school related activities.
- Liaise with Headteacher, governors, financial officer and audit officer regarding budgets and funds
- Issue paperwork for lettings and manage invoicing and payments.

Administrative and Secretarial

- Consulting with the Headteacher regularly to agree work priorities and to keep the Headteacher up to date on issues relating to the school office.

- Managing the day-to-day activities of the office, including dealing with queries, making and receiving telephone calls, sending and receiving faxes and photocopying.
- Completing and returning requests for information.
- Dealing with incoming and outgoing mail including emails.
- Typing all correspondence and other documents – e.g. newsletters, letters, policies, notices.
- Updating the website with newsletters, club, class and FOS information
- Collating the responses to information that has been requested.
- Instigating all paperwork for ESS/DBS check and online training for new staff. Prepare new employee personnel files and ensure all items are present and all checks are complete.
- Arranging supply cover under the direction of the Headteacher and inform teachers. Maintain the supply diary.
- Dealing with confidential correspondence including staff information, budgets and letters to and from parents.
- Managing the school's administration computer network, including resolving problems with assistance from SICT Services/SMD for all school's computers and laptops.
- Collating information for the completion of statistical returns for the school. e.g. CENSUS, test results, LA proforma, leavers/admissions report.
- Ensuring the end of term routines are completed accurately for parent pay and SIMs.
- Inputting pupil data from admission forms and managing the computer database (SIMS) system as required.
- Completion of end of month returns including staff absence, overtime and supply.
- Recording illnesses of all staff on staff absence web-based system
- Liaising with Health staff and share information as requested
- Inputting visits and risk assessments onto Evolve database.
- Updating and maintaining single central record.
- Arranging safeguarding induction for all new staff, volunteers and those running clubs and ensuring that visitors to school have completed the relevant safeguarding checks.
- Ensuring pupil information is received and passed on for leavers and admissions.

Further Responsibilities

- Managing the work of the Clerical Assistants
- Organising replacements when there are MSA absences.
- Booking courses
- Seeking quotes for equipment, visits and transport and booking where required.
- Liaising with contractors for building work and furniture orders.
- Ensure procedures are written down so that in the event of absence the administration of the school can run smoothly.
- Suggest ways of making the administration of the school and the operation of the school office run smoother or more efficiently.
- Shopping in local shops for resources as required.
- Other tasks reasonably requested by the Headteacher.

General responsibilities

- Welcome and deal positively with parents and other visitors
- Communicate effectively with staff, pupils, governors and staff
- Care for pupils needing medical treatment or collection
- Recording medical/accident information relating to pupils and staff
- Posting mail

Signed.....Administrator

Date.....

Signed.....Headteacher

Date.....