

## JOB DESCRIPTION

<b>Job title:</b>	School Administrator	<b>Grade:</b>	Level 2 Scale 3 (pt.14-17)
<b>School:</b>	MELDRETH PRIMARY SCHOOL		
<b>Line manager:</b>	Head Teacher		
<b>Supervisory responsibility:</b>	Responsible for assisting in work familiarisation of new members of staff.		
<b>Hours:</b>	The role is part-time, working 24 hours a week: Wednesday, Thursday and Friday - 8.00-4.30. Salary scale: Level 2 Scale 3 ( £17,681 - £18,672 FTE) <b>This role is advertised as term time only – 38 weeks per annum</b>		

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### Main purposes of the job

Under the instruction/guidance of senior staff, provide general, clerical, administrative and financial support to the school

To be responsible for promoting and safeguarding the welfare of children and young people within the school

### Main responsibilities and tasks

#### Organisation

1. To provide timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice
2. Management of reception - security of visitors ensuring that the visitor's book is maintained. Ensure reception facilities are attractive and welcoming.
3. To deal with more complex reception/visitor matters etc.
4. To assist with pupil welfare, liaising with parents, staff etc.
5. Generating dinner numbers and liaising with kitchen staff as appropriate.
6. Book supply staff as required.
7. Assist with arrangements for school trips events etc.
8. Manage administration of facilities including use of school premises.
9. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet).

#### Administration

1. Manage complex manual and computerised record/information systems.
2. Manage the organisation, coordination and delivery of facility management services (purchase of new equipment, liaison with contractors, etc.)
3. Deal with complex complaints on behalf of the management team
4. Analyse and evaluate data/information and produce reports/information/data as required.
5. Take full responsibility for arranging school events, trips, exhibitions, etc.
6. Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
7. Operate all computerised data systems including the pupil and staff records, input onto SIMS systems and ensure that the system is kept up to date.

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8. Complete and submit more complex forms, returns etc including those to outside agencies e.g. DFE.
9. Coordinates/supports the development of the website

### Responsibilities

1. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos/aims of the school.
5. To appreciate and support the roles of other professionals.
6. To attend and participate in relevant meetings as required.
7. To participate in training opportunities and professional development as required.
8. To undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

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### Signatures – line manager and job holder

<b>Signature of Manager:</b>	_____	<b>Date:</b>	_____ / _____ / _____
<b>Signature of post holder:</b>	_____	<b>Date:</b>	_____ / _____ / _____

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This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

*We are committed to safeguarding and promoting the welfare of children. The successful candidates will be subject to safeguarding checks including an enhanced DBS check.*