

Senior Administrator Job Description

School: Alphington Primary School
Salary Grade: D
Title: Senior Administrator
Responsible to: Headteacher

Main Purpose of the job

Provide administration, finance and organisational support to the school and ensure safeguarding procedures are carried out in an efficient and timely manner.

Support the developments of the school administration systems, so that they more effectively meet the requirements of audit.

The role and work of the Administration Assistant involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

ELAT schools are committed to safeguarding and promoting the welfare of children. All staff employed must be dedicated to securing the safety and wellbeing of children.

Main duties and responsibilities:

This job description refers to the principal duties and responsibilities of the post. It does not list in detail all the tasks required to carry out these duties and responsibilities.

To welcome visitors, pupils and staff to the school whilst adhering to safeguarding and health and safety procedures.

- To be welcoming to all visitors and parents in line with the ethos of the school.
- To process DBS, vetting and verification checks as directed.
- To check the single central record and update as directed.
- To act as personal assistant to the Head teacher by assisting the Head in responding to emails and letters in a timely manner and typing minutes as required.
- To respond to and filter communications (post, phone calls, emails etc.) and redistribute appropriately.
- To provide effective and timely administration support ensuring deadlines are met and the efficient running of the academy is maintained.
- To carry out the administration of school dinners and school milk when required.
- To carry out the administration of the school's online payment system for school dinners, after school club, pre-school, trips, and any future school services as required.
- To manage the safe receipt and handling of cash and supporting documentation record, balance and bank all cash received in the school.
- To be responsible for the operation and maintenance of the School's online payment system and Pupil Database, currently School Comms and SIMS, producing reports as directed. Run the Pupil Census return.

- To monitor, record and report staff absences.
- To be responsible for the administration of pupil data, admissions, sending pupil records data to secondary schools.
- Assist with the completion of all statutory and non-statutory returns in accordance with strict deadlines.
- Liaise with parents and distribute correspondence to parents.
- To support teachers in the planning, administration and recording of school trips and events.
- To process authorised purchase orders on the school's finance system.
- Raise sales ledger invoices on the school's financial software — currently SIMS finance and operate credit control as necessary.
- To maintain records of staff absence and training. Update personnel data bases as directed.
- To book and record supply cover as directed by the Head Teacher.
- To maintain supplies of photocopier and office consumables and be responsible for the maintenance of the photocopiers
- To extend the above duties to include any future services, software and processes the school may partake in.
- Utilise experience to help solve problems that arise and alert the necessary school personnel and / or contact outside providers/contractors as directed.
- To administer fire precautions and fire escape procedures.
- To adhere to all health and safety, safeguarding procedures and policies.
- Contribute to reviews of administrative systems and procedures.

Person specification (all essential unless marked as desirable)

Experience

- Administrative skills within an educational background
- Well organised, ability to multi task.
- Good team worker with a proven ability to manage own time effectively
- Previous work in Primary schools **(Desirable)**
- Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint
- Ability to use email/website for communication.
- Experience of drafting documentation for the approval of others
- Ability to communicate clearly and use appropriate language both orally and in writing
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with people at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele **(Desirable)**

Education and Training

- The post holder would be expected to hold GCSEs in English and maths at Grade C or above, or equivalent qualification.
- They must be highly proficient in both verbal and written communication and proficient in the use of Microsoft office and able to quickly learn new software programmes.

Equal Opportunities

- Have a statutory obligation to implement anti-discriminatory and equal opportunities when out their duties.

Work Demands

- The post is based in a busy office that is subject to constant interruption. It is critical that the post holder can prioritise their work effectively and there will be a need to schedule the non-urgent work during the quieter periods.

Working Conditions

- General office environment.
- Well-lit and well-ventilated conditions.
- Limited outside work when checking site for Health & Safety issues.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	