

JOB DESCRIPTION

Job Title
Senior Administrator
Salary Range
11-14 (Grade E)
Line Management Responsibility
None
Line Manager
Head teacher, but working closely with the School Business Manager, who will take functional oversight.
Base Location
School
Purpose of Role
<p>To provide financial, administrative, premises and organisational support to the school.</p> <p>The role and work of the Senior School Administrator 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.</p> <p>May line manage a small number of administrative and/or premises staff.</p> <p>The school is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and wellbeing of children.</p>
Key Accountabilities

Administration

- To perform receptionist duties throughout the day as necessary, acting as first point of contact for visitors, incoming post, phone calls, distributing as appropriate.
- Responsible for general administrative tasks including photocopying, preparation of reports, school returns and documents ensuring confidential filing in line with the schools procedures
- Provide a confidential administrative service to members of the School Leadership Team, including correspondence, reports, diary management, minutes of meetings
- To play a key role in writing and designing general school materials such as the newsletter.
- Maintain email and sibling distribution lists.
- Ensure safeguarding checks are carried out for all staff, volunteers and other adults on the school premises and records such as visitors logs are maintained
- Support staff recruitment by preparing advertising, and supporting the recruiting and selection process.
- Ensure new staff have an induction befitting their role and experience.
- Effectively maintain staff records, updating as required
- Have an overview of office systems and procedures ensuring optimum efficiency
- May support with the organization of supply cover for teaching and support staff

Finance & Associated

- To ensure financial policies, procedures and regulations are strictly adhered to.
- To be responsible for and ensure the day to day financial processes including processing of orders, receipting goods, administering petty cash and making payment through the CAST Bank account.
- To be responsible for the preparing information of the payroll services for all school staff including pay changes, new contract forms and claims for overtime for authorisation.
- Provide for collection of dinner monies directly and through Parent Pay or other cash collection service and that the completion of the dinner registers and monthly trading summary to ensure they are completed appropriately.
- To be responsible for the running of the Voluntary Unofficial Fund and reconcile monthly to bank statement.
- To provide information to parents on the Free School Meals Service and process applications as required so that Pupil Premium allocations are maximized.

- To ensure that nursery and wrap around care bookings are effectively managed and that funding returns are completed accurately and on time
- Ensure that parental contributions for nursery and wrap around care are collected and any bad debts referred to the business manager.
- To provide reports on financial commitments from the portal to the Head Teacher.
- Ensure all statutory returns are completed as required

Pupil Admissions, Attendance and Tracking

- Process pupil admissions in accordance with the school admissions policy, arranging for parental and child visits
- Maintain pupil records, amending data on a timely basis and preparing reports as requested
- To ensure the necessary permissions forms for every child are held and recorded and update as required.
- To maintain SIMS as appropriate
- Update SIMS and other systems for pupil progress preparing reports as required.

Health & Safety and Premises

- Review and ensure the implementation of the Health and Safety Policy across the school
- Act as or the support the Evolve coordinator where required
- Organise and carry out regular fire drills and ensure record keeping is up to date
- Use the H & S system (Oshens) to record accidents, incidents and near misses
- Update pupil and staff medical information on SIMS
- Distribute pupil care plans as necessary
- Report premises issues to the Hub Business Manager and raise purchase orders for repairs and maintenance as requested
- Support with conducting checks on equipment not covered by external contracts or caretaker
- Obtain quotes for work
- Liaise with TDA in relation to emergency work or planned maintained
- Attend training on H & S as requested
- Maintain the key holder inventory

Support the School

- Be a welcoming, first point of call, to parents, children and visitors.

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school
- Attending and participating in regular meetings
- Participating in training and other learning activities as required as part of CPD.
- Recognising own strengths and areas of expertise and using these to advise and support others
- Respecting confidentiality
- Promoting the school at all times
- Be aware of and comply with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.

Knowledge and Experience

Skills and Qualifications:

- Educated to A level/NVQ 3
- Experience of working in a busy office providing efficient general administrative and finance support, including cash handling.
- Experienced in using school IT systems such as SIMS and Excel (spreadsheets).
- Experience of using and maintaining ICT hardware such as printers, faxes and photocopying machines.
- Experience of using financial management systems.
- Excellent interpersonal skills that enable the post holder to remain calm under pressure and work efficiently to deadlines by prioritizing and juggling demands.
- Ideally the post holder will have had some previous experience working within a school environment and as a result have some knowledge and understanding of the safeguarding practice, child protection procedures and the day to day running of a primary school.

Personal Qualities

- Developed organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload.
- Ability to deal sensitively with confidential information and enquiries.

- Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- A team player who has a positive approach to dealing with issues.
- Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies.
- Confident telephone manner.
- An honest, friendly and open approach with high levels of integrity.
- A strong commitment to customer care and the ability to deliver this in a professional manner
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Always promote the School.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.