

BROMPTON-WESTBROOK PRIMARY SCHOOL
THE WESTBROOK TRUST

JOB DESCRIPTION

Designation: School Administrator – D2

Responsible to: Business Manager

Name:

Date: November 18

1. Purpose

The post holder will provide a comprehensive support service to the Business Manager in respect of personnel administration in line with the Finance Policy, Scheme of Delegation and The Education Funding Agency Handbook.

2. Accountability

- (i) Provide a full range of clerical and administrative services to ensure that, on a day-to-day basis, the school runs smoothly and efficiently.
- (ii) Maintain and monitor SCR in accordance with GDPR
- (iii) Maintain and monitor all records relating to attendance and lateness, distributing letters and setting up and attending meetings with parents, school leaders and the AAPSA
- (iv) Undertake first day calling to parents regarding unexplained absences and liaising with the Family Liaison Officers to ensure all reasons are recorded promptly
- (v) Analyse and compile dinner registers on SIMs and ensure figures are passed to catering team daily
- (vi) Record dinner monies daily, recording on Sims , ensuring school debt policy is followed regarding chasing payments
- (vii) Extract electronic BACS payments from Xero and record appropriately

- (viii) Type letters and reports, and carry out photocopying relating to personnel issues e.g. processing letters of appointment, dismissal, informing staff of annual salary changes
- (ix) Keep up to date records of staff sickness and absence
- (x) Collect, check and bank income
- (xi) Process all travel and overtime claims by staff
- (xii) Provide data or information for reports or returns and for school or outside bodies as requested
- (xiii) Book and monitor all training courses
- (xiv) Gather information and run end of year reports on SIMS in accordance with deadlines
- (xv) Preparation of required data for HT report in accordance with deadlines
- (xvi) Act as the first point of contact for the school, filtering enquiries, taking and passing on messages, and answering the telephone. Deal with all incoming mail
- (xvii) Ensure that the reception area is tidy and welcoming at all times and that the information displayed is clear and up to date.
- (xviii) Check deliveries and organise for distribution
- (xix) Maintain general administrative filing and paper and computer based records to ensure that information can be extracted easily when required
- (x) Arrange hospitality to visitors.
- (xi) When there are staff shortages, supervise children at lunchtime in accordance with school policy
- (xii) When there are staff shortages, accompany children on educational visits
- (xiii) Contribute to the achievement of and help to maintain the school mission, aims and values
- (xiv) Contribute ideas, opinions, and evaluations to support the preparation of the school improvement plan
- (xv) Attend staff meetings, development days and team meetings as directed
- (xvi) Undertake any other duties as reasonably assigned by the head teacher
- (xvii) Undertake basic first aid as and when required

(xviii) *Act in accordance with the race, gender and disability discrimination scheme and equal opportunities*

3. Person Specification

- (i) Good standard of education with qualifications in English and mathematics (GCSE A-C)
- (ii) Experience and/or qualifications in computing including the use of Word, Excel and PowerPoint
- (iii) Qualifications equivalent: Level 3 administration or secretarial certificate or Diploma or experience of working in the role of a personnel and finance Officer in a school
- (iv) Understanding of and willingness to train further on SIMS, especially personnel modules
- (v) Excellent verbal and written communication skills to deal with enquiries, correspondence, families, staff and outside agencies, showing empathy, being assertive and friendly as appropriate
- (vi) Ability to organise and maintain a tidy and efficient working environment
- (vii) Ability to manage own workload effectively
- (viii) To be able to demonstrate flexibility and show initiative
- (ix) Ability to work as part of a team

4. Organisation

- (i) The post holder will be directly line managed by the Business Manager
- (ii) The post holder will have no line management responsibility
- (iii) The post holder will have regular contact with teaching and non-teaching staff, pupils, parents, governors and other outside agencies.

5. Financial Accountabilities

The post holder will be responsible for collecting and recording money,

6. Working Environment

The post will be based within the school but the post holder will be required to make trips to the bank

Signed Head Teacher _____

Signed Post Holder _____