



POST:- School Administrator

PRIME OBJECTIVES OF THE POST:-

- To provide a confidential secretarial and PA service to the Headteacher and Teaching Staff.
- To provide an efficient administration system within the school.
- To support and be responsible to the Headteacher in operating, maintaining and developing the financial procedures and systems of the school, ensuring that the school uses its finances in an efficient and effective way.
- To act as Publicity Officer for the school.

RESPONSIBILITIES

- To provide support in the maintenance of the school's budget under the FMS scheme, the maintenance and completion of all school records including confidential files, reports and letters, and Key Stage SAT's external administration.
- To be responsible for the effective day to day business of the school ensuring that the school has an effective administrative organisation which reflects its day to day needs and is adaptable for future demands.
- To assist in recording personnel management, site management, staff training and general management of the school which support, but do not involve, the teaching function.
- To manage the process for staff absence and recruitment of staff.
- Management of the school lettings procedures.
- Have joint responsibility with the Headteacher for the review, update and submission of policies concerned with school business, finance, premises, Health & Safety.
- The accurate and prompt return of data, documents and records where appropriate, including the reporting of any racist incidents to the DfE.
- To manage the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones.
 - To be responsible for the systems and general management of the school's administrative and financial computer network. The implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system. Acting as System Manager for the administrative computer network for ensuring that computer data is in compliance with the requirements of GDPR.
 - Oversee the updating of pupil databases, including Dinner Money and Attendance.
 - Maintain an accurate personnel database, including DBS Checks and Attendance.
 - Assist in the maintenance and development of the school's website as required.
- To provide for the preparation and production of all school records and publications.
- To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelines.
- Any other general tasks commensurate with the post of School Administrator.

FINANCIAL MANAGEMENT

- To support the Head Teacher, School Bursar, SLT and Governing Body in Strategic Financial Planning and monthly budget monitoring.
- To be responsible for recording all finance procedures, receipt and banking of cash, the ordering, processing and payment of all goods and services provided to the school, control of stock, the administration of FMS, dinner money, petty cash, school funds, visits, book clubs etc.
- The operation of all bank accounts.
- Invoicing and collection of nursery fees.
- To input staff timesheets onto iTrent System
- Complete appropriate LA Personnel forms to generate staff pay and changes to terms and conditions.
- Provide, upon request, management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.

- Negotiate and monitor contracts, tenders and agreements for the provision of support services.
- To be responsible for the management of the school accounting function, seeking professional advice on insurance and implementing and handling any claims that arise.

OTHER GENERAL RESPONSIBILITIES:-

- To supervise all duties undertaken by the Administrative Assistant and to delegate any relevant tasks as appropriate.
- To assist in marketing the school and the development and preparation of the School Prospectus and website.
- To act as Publicity Officer in positively promoting the school to parents, partners and local community and raise its profile with different audiences through local media.
- To ensure that all Staff records held in the school are kept confidential.
- To purchase, arrange for repair and maintenance of all furniture and fittings, and arrange for the disposal of any assets within the scope of the assets management policy.
- Undertake networking and communication with a variety of agencies to develop best practice and best value principles.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Contribute to the overall ethos / work / aims of the school.
- Participate in training, other learning activities and performance development as required and participate in meetings as required. Undertake appropriate training sessions with administrative staff.

CONTACTS:

The Headteacher, Teaching Staff and all other Ancillary Staff

Pupils and Parents

All Education and Finance Departments

The Governing Body

All School Support Services

All Visitors to the School