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|  | SCHOOL ADMINISTRATOR, FINANCE AND HEALTH & SAFETY OFFICER |
| **Person’s Name:** |  |
| **Responsible to:** | Headmaster |
| **Purpose of Job:** | * To support and contribute to the aims and spirit of Oliver House school as outlined in the PACT Charter of Educational Principles and Staff Handbook * To carry out professional duties under the reasonable direction of the Headmaster, PA to the Head and School Secretary. |
| **Scope of Job:** | * To attend any training sessions deemed appropriate * To work positively within the team structure, including any tasks as required |
| **Overall responsibility:** | * To support the Headteacher and PACT by providing secretarial services in order to ensure the efficient, accurate and smooth running of the School. * To give an efficient and friendly service to current or prospective parents and families * To ensure appropriate policies and procedures are implemented * To contribute to the safeguarding and promotion of the welfare and personal care of all children in the school with regard to the *Every Child Matters* agenda and following the school’s Child Protection Policy |
| **Particular Responsibilities**  **and Key Duties:** | ***Finance duties***   * Ensure that all monies received are kept secure and Finance dept are notified * Receive PRs from staff, raise POs via Sage, request authorisation from PACT Finance before ordering resources * Be responsible for all petty cash transactions ensuring that they are properly authorised and recorded and send to PACT Finance on a monthly basis. * Advise Finance department of additional charges to the childrens bills e.g. school trips. * Oversee day to day site issues, keeping Headteacher and CEO informed. * Collect and record payments for residential trips, and advise Finance accordingly. * Send over billing to Ana in finance for Breakfast and After school club every half term.   ***School Administrative duties:***   * Provide support to Headmaster, Deputy Heads, PA to Head and School Secretary where required * Manage and oversee breakfast and after school club produce booking forms and liaise with staff who is attending daily. * Assist with maintaining MIS calendar * Answer telephone enquiries * Administration for TOPS (Parents event team) * Manage and oversee the school clubs and extracurricular; liaise with the club providers. * Produce the school Newsletter fortnightly * Arrange Merit badge winners Tea with the Head weekly * Reports, make changes to the layout if required, proof read and send out each term. * Book venue for various school events over the academic year e.g. Information Evenings, Nine Lessons and Carols, Verse Speaking, Prize Giving, School Production, Family peri's concert. * Open front door and assist visitors * Liaise with parents at the start and end of the school day, including meet and greet when required * Ensure class registers are complete and absence sheets are printed off daily if required to in staff absence. * Deal with sick children/first aid and accidents book * Ensure that medicines are available and administered to children as appropriate. * Organisation of Parent/Teacher Meetings termly using online booking system. * General day-to-day school administration * Place orders for books/resources/furniture etc. and check-off on delivery * Open and distribute post. * Produce and distribute general correspondence for parents * Maintain and update notice boards * Keep reception areas clear and tidy * Act as Fire Warden for the School * Undergo Basic First Aid training and update courses where appropriate * Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions * Be aware and act positively on all issues to do with Health, Safety & Welfare * Update Staff and Parent Handbooks * Be first point of contact with cleaning company regarding school cleaning * Book accommodation and transport (inc flights) for residential trips * Liaise with The School Secretary regarding coaches and trips and liaise with The Laurels Admin regarding using heir minibus and ours for trips. * SATS administrator   .  ***Health & Safety Officer duties:***   * Act as Health & Safety Officer across both the Pre-Prep and Prep dept. * To arrange termly Health & Safety meetings, and type and distribute minutes * Ensure Risk Assessments and Site Manager checklists have been completed and are regularly updated * Oversee Risk Assessment arrangements on MIS system * Act as Fire Warden for the Prep alongside Deputy Head. * Manage fire drills and keep records for the Pre-Prep, liaise with Pre Prep Admin staff. * Ensure implementation of relevant policies (ie. Health, Safety & Welfare, Fire Safety, Risk Assessment etc) * Ensure annual checks for fire, gas and electrical equipment are undertaken. * Liaise with caterers regarding H&S in the kitchen * To keep up to date with any legislation regarding Health & Safety, and to liaise with Carrie Askew regarding compliance issues * Liaise with governor with health & safety responsibility (Ed Thompson) * Undergo Basic First Aid training and update courses where appropriate * Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions * Co-operate with the employer on all issues to do with Health, Safety & Welfare * Meets with all new staff to induct in Health and Safety and how to complete registers * Maintain Medical room and First Aid boxes in both offices and order all First Aid supplies * Ensures security of buildings at all times. * Distribute list of children with allergies, and ensure that health plans are issued to appropriate classrooms/teachers. Ensure that medicines are available and administered to children as appropriate. * Meet with ISI inspectors regarding Health & Safety issues * Ensure school mini bus has up to date safety checks, MOT etc. * Ensure classroom checklists are undertaken weekly by EY and termly for KS1 and KS2. * Ensure caretaker undertakes weekly safety checks e.g. fire alarm and emergency lighting tests, legionella tests.   ***Values and Practice***   * Treating children and all staff with respect and consideration * Promoting positive values, attitudes and behaviours  Contributing to, and sharing in, the life of Oliver House School  Feeling comfortable with supporting the Catholic ethos of the school and its focus on Character Development and the teaching of the virtues  ***Continuing Professional Development (CPD)*** * In conjunction with the Headmaster (who is responsible for CPD), take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency * Undertake any necessary professional development which might be identified by attending relevant training available |
|  | 8.25am to 5.00pm Monday - Friday. Annual leave to be taken in the school holidays 40 days plus Bank Holidays |
| **Annual Review:** | This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties. |