Duties and Responsibilities  
  
Administrative and Secretarial  
  
Set up and maintain efficient office systems within the school’s admin office, including manual and computerized information retrieval systems.  
  
  
Draft and type correspondence, reports and other documents for the Head teacher.  
  
  
Deal diplomatically with telephone enquiries and visitors to the school and/or for the Headteacher and Business Manager.  
  
  
Effective management and co-ordination of the School and the Head teacher’s diaries.  
  
  
Photocopy, distribute and filing of documents as appropriate.  
  
  
Copy typing documents for Headteacher, Business Manager, relevant SLT members and teachers.  
  
  
Take notes/minutes when the Head teacher/ Business Manager / SLT member meets staff and parents, type up notes and distribute to relevant people in a timely manner.  
  
  
Identify information on school website that needs updating or uploading, gain approval from Headteacher/ Deputy Head for proposed changes before publishing.  
  
  
Order stationery supplies for school / Deputy Head by completing the online order form and send to supplier, receive stationery and distribute.  
  
  
Administer work experience by ensuring relevant forms are completed (e.g. for volunteers),write to the individual on work experience person and meet and greet the individual on their first day.  
  
  
Administer teacher cover under direction from the Head teacher by checking teacher absences on each school day, organising supply cover as appropriate and keeping records of supply and cost.  
  
  
Administer school’s admissions procedures for the school by giving advice to parents and members of the public on admission criteria, collate applications for admission and monitor criteria being applied consistently.  
  
Communicate with parents on the decision of the head teacher.  
  
  
Administer procedures relating to pupils transferring or leaving the school.  
  
  
Pupil Data  
  
Be responsible for the overall administration of pupil attendance records and registration, informing relevant.  
  
  
To assist SLT to write to parents of pupils,as required (termly / half-termly), about absences and complete pupil absence forms for the DfE.  
  
Provide comparative attendance data / updates to the Head teacher, in order to report to governors.  
  
  
Keep records (SIMS) of pupil behaviour and exclusions, with reasons, and provide information to the relevant department within the Local Authority.  
  
  
Be responsible for all statutory data returns such as collection returns School Census and Workforce Census, roll figures, absence returns and ensure statutory forms completed and returned by deadline  
  
  
Enter pupil data on joiners and leavers on system  
  
  
To assist in managing pupil data by ensuring that all required pupil data is up to date and accurate i.e. FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.  
  
  
Finance and Procurement  
  
  
To manage the compilation and maintenance of the school equipment inventory.  
  
  
To prepare financial data, statistics and income for banking, including School Fund, charity collections, school journey/trips, uniform, as requested by Head teacher and Business Manager.  
  
  
To administer VAT returns on quarterly basis, as requested by Head teacher and Business Manager  
  
  
Ensure deadline for returns are met  
  
  
Human Resources  
  
  
Support the Head teacher and Business Manager in the advertising of vacancies and be responsible for the recruitment process, ensuring all associated administration is carried out (e.g. organising interview and task schedule, link and administrative duties on day of interview).  
  
  
To assist in Completing pay forms for salary information and changes, for authorisation by the SBM / Head teacher – starter / leaver and variation -send to Schools HR and Payroll and keep a copy of form on personal file.  
  
  
Monitor and record staff sickness absence and report and concerns (e.g. trigger points hit, reasons for absence, etc.) to the Business Manager.  
  
  
Process Disclosure and Barring Service (DBS) Applications, including verification of documents.  
  
  
Maintain and keep up to date staff records on SIMS, including salary, equalities data, etc. ensuring all details and relevant documents are held on the personnel file.  
  
  
Fundraising  
  
Work closely with the Head teacher, Business Manager and SLT to devise a made-to-measure fundraising plan for the school, working to the agreed fundraising plan.  
  
  
Research fundraising opportunities.  
  
  
Assist the Head teacher and Business Manager to write grant applications to charitable trusts or statutory bodies.  
  
  
Under direction from the Headteacher/Business Manager ensure donors or companies are kept informed of progress and milestones.  
  
  
Contribute to the ideas and organisation of fundraising campaigns & events, as required.  
  
  
Build relationships with donors or companies when applicable, communicating with donors and ensuring donors are thanked in a timely manner.  
  
  
Other  
  
To undertake such other duties as may be required by the Headteacher and Business Manager, which are commensurate with the job and grade.  
  
  
At all times carry out duties with due regard to the school’s Health and Safety Policy.  
  
  
To work within and encourage the school’s Equal Opportunities Policies