

Rose Hill Primary School
ADMINISTRATOR with some financial and reception responsibility
Job description (G7)

Under the instruction/guidance of senior staff work co-operatively, both independently and as part of a team, to provide reception, administrative and financial support to the school. Taking responsibility for tasks as required. Assisting with planning / development of support services as required.

Organisation

- Undertake and support team with reception duties, ensuring full safeguarding procedures are met
- Assist with pupil welfare duties, liaising with parents/staff etc.
- Ensure schools trips, events etc. are in place timely and efficiently (organizational and financial)
- Manage, with senior staff, the administration and organization of playscheme, to include fee collection and recording, registration and evaluation reports on completion
- Organize and arrange supply cover of staff as required.
- Supervise / train team members as required providing efficient school reception and accuracy of data
- Co-ordinate and distribute diary information to ensure it is accurate and up to date

Administration

- Provide admin support e.g. photocopying, filing, note taking and response to routine correspondence
- Manage and maintain manual and computerized records/management information systems – not exclusive but may include Integris, ParentMail, Target Tracker, Selima and Access
- Manage with senior staff the efficient and timely administration of pupil admissions and leavers. To ensure timely submission of reports required to obtain funding such as EYPP, FSM
- Manage and maintain data and spreadsheets to allow school to obtain optimum FSM and PP grants
- Maintain and produce data as required e.g. reports to Governors, pupil data (Ethnic, Pupil Premium, SEN)
- Work with team and SLT on all aspects of attendance including recording and reporting
- Undertake word-processing and other IT based tasks – including work with spreadsheets and GSuite
- Ensure that all displayed information in the school is accurate and up to date – e.g. noticeboards
- Assist with positively marketing the school – ensuring website is current and up to date
- Monitor and maintain various office email accounts. Sort and distribute other mail
- Undertake administrative procedures e.g. orders / registers / rotas / school meals
- Maintain and collate pupil reports
- Undertake routine administration of booking spaces and visitors within school
- Assist with administration of payroll and HR systems/processes – may include recruitment
- Assist with completion of required returns including those to outside agencies e.g. DfE. school and workforce census. Ensuring timely submission

Resources

- Operate relevant equipment/ICT packages
- Maintain and manage stock and supplies, cataloguing and distributing as required ie uniform, tuck shop and other 'shops' within school
- Provide advice and guidance to staff, pupils and others
- Undertake financial administration ensuring monitoring of budgets as necessary e.g. processing orders, invoices, banking, school credit card and school meals
- Assist with procurement ensuring best value and timely processing
- Assist with running of school facilities assisting SLT and Site Manager with site related tasks as required
- Assist senior members of staff to review and evolve systems/practices ensuring efficiency and current requirements are being met

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns as appropriate
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals. Proactively liaising with colleagues to provide constant and consistent streamlined practices.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Undertaking such other duties as may be reasonably required, commensurate with grade. The nature of this post will require flexibility to meet urgent and changing priorities as they arise and therefore this job description is not exhaustive.

Person Specification (G7)

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Clerical, administrative and financial work • Visitor and telephone experience 	<ul style="list-style-type: none"> • Previous employment within a school environment
Qualifications/ Training	<ul style="list-style-type: none"> • Good numeracy, literacy and IT skills 	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT packages (Microsoft) with good keyboard skills • Ability to 'multi-task' as necessary adopting a flexible approach as required • Use of relevant equipment or resources • Experience of handling, inputting and retrieving data including financial • Experience of cash handling and knowledge of audit trail requirements • Ability to relate warmly and inclusively in appropriate manner to both adults and children. • Work constructively, both independently and as part of a team, understanding school roles & responsibilities and own position within these • Ability to work effectively to deadlines • Ability to work calmly and efficiently under pressure prioritizing and seeking advice regarding competing demands 	<ul style="list-style-type: none"> • Experience of GSuite • Experience of Integris, Parent Mail, Access or Selima systems • Appropriate knowledge of first aid • Ability to identify own training & development needs & cooperate with means to address these • Knowledge of relevant policies/codes of practice & awareness of relevant legislation • Able to demonstrate a high level of commitment and conscientiousness towards previous roles.

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.