



The Minors Nursery School School Administrator

The School Administrator must maintain total confidentiality and courtesy at all times regarding the school in their dealings with parents, staff, prospective parents and the public at large. The work will vary from day to day, but routine duties are outlined below. Information pertaining to any aspect of the school must not be disclosed to any parties outside of school.

The School Administrator will undertake normal secretarial duties for the Headteacher including:

- Acting as the first point of contact for the school
- Answering the telephone; screening and directing calls
- Provide correct and relevant information to callers
- Taking and relaying messages
- Typing letters and assorted documents
- Opening and sorting post and dispatching items for posting
- Handling e-mails
- Photocopying and distribution of paperwork
- Ordering and maintaining school and office stationery
- Keeping the office in a tidy and presentable manner
- Assisting the Headteacher as requested regarding registration for prospective pupils
- Keeping the SIMS database up to date
- Making appointments for parents, prospective parents, visitors to the school
- Greet and welcome all people entering the school, ensuring all sign in/wear stickers
- Dealing with contractors & maintenance staff

In connection with school staff, the School Administrator will:

- Assist in relaying messages to/from parents
- Help with general classroom administration e.g. laminating, photocopying etc.
- Send post e.g. Xmas cards

In connection with pupils the School Administrator will:

- Undertake such training as is required to qualify as a registered First Aider and to update this training as necessary
- Assist when necessary to administer medication to children following The Minors Nursery School Policy for Administering of Medication in school
- Assist when necessary to administer First Aid as appropriate and when necessary

Check the First Aid Boxes half termly and replenish as necessary
Contact parents whenever necessary in relation to any need expressed by the Headteacher or staff on behalf of a pupil
To collate, check and distribute class contact sheets to staff and parents

In addition the School Administrator will:

Be responsible for the prompt opening and closing of the front door at arrival and collection time

Manage the Daily Safety Check

Keep the School Website up to date

Undertake the training and development which is relevant to the performance of the duties described in this document

Undertake any customer service training organised through Alpha Plus Group

Attend any meetings that are appropriate to the post as required by the Head

Attend any formal or informal events as required by the Head

Be familiar with all necessary rules and regulations pertaining to the school including those relating to Health and Safety

Undertake any further duties as maybe reasonably required by the Head

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November 2021