

## JOB DESCRIPTION – ADMINISTRATOR



<b>HOURS:</b> 8.00– 4:00 Term Time PLUS INSETS 35 HOURS PER WEEK	<b>NAME OF SCHOOL:</b> Bonner Primary School
<b>POST TITLE:</b> Administrator	<b>GRADE:</b> 5
<b>RESPONSIBLE TO:</b> The School Business Manager	
<b>STAFF SUPERVISED:</b> None	
<b>RESPONSIBLE FOR:</b> Professional, efficient and effective administrative support for the school.	
<b>PURPOSE OF THE JOB:</b> <ul style="list-style-type: none"><li>(i) To provide a professional, efficient and effective administrative support function for the school, including a ‘customer focused’ front of house.</li><li>(ii) To support the school business manager.</li><li>(iii) To be responsible for ensuring administration systems are kept up to date, accurate and regularly monitored.</li><li>(iv) When required, to produce high-quality correspondence which can be distributed internally and externally.</li><li>(v) To support the leadership team with entering and presenting data.</li><li>(vi) To provide accurate and timely attendance and lateness reports to relevant colleagues, SLT and other professionals.</li></ul>	
<b>MAJOR DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>▪ To answer the telephone in a professional and efficient manner, and record and pass on messages as appropriate.</li><li>▪ To answer the intercom CCTV system whilst having a high regard for security.</li><li>▪ To greet parents/carers and visitors and deal with their requests in an efficient and professional manner.</li><li>▪ To ensure visitors sign in and are provided with a visitor’s badge.</li><li>▪ To ensure that visitors are aware of safeguarding procedures.</li><li>▪ To ensure attendance, meals are completed on a daily basis.</li><li>▪ Chase first day absence for pupils</li><li>▪ Provide accurate attendance and lateness reports to SLT</li><li>▪ Monitor attendance and report trends, PNA’s.</li><li>▪ To send out messages to parents.</li><li>▪ Input staff absences onto the MIS system and follow absence procedures.</li><li>▪ To organise CENSUS returns and administrative updates.</li><li>▪ To support the school business manager by ensuring GDPR compliance and helping the school community understand how to comply with the latest data protection policies and legislation.</li><li>▪ To assist with the smooth and efficient running of the school.</li><li>▪ To provide administration assistance as required by the head teacher and any other senior staff.</li><li>▪ To assist with marketing and promoting the school.</li><li>▪ To comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person</li><li>▪ To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.</li><li>▪ Complete DBS applications for staff/volunteers in line with safer recruitment processes</li></ul>	
<b>Data</b> <ul style="list-style-type: none"><li>● To be responsible for the accurate submission of the records and returns for pupil data as required by the Department for Education and local authority.</li><li>● To obtain pupil data for new starters to the school.</li><li>● To complete pupil returns to the local authority and Department for Education (e.g. pupil census, pupil level data)</li><li>● To interrogate and maintain the school pupil database (Arbor) and ensure that it is accurate and up to date.</li><li>● To maintain all FSM eligibility and pupil premium data and updates.</li></ul>	

- To take a lead on communications with parents i.e. in app messages/emails
- To complete any other returns as required
- To complete any other data returns as required.
- Support the school business manager with the GDPR processes, audits, FOI and SARs
- To carry out any other duties of a routine data nature as required by senior leaders.

**Managing the school’s administrative function**

- To welcome parents/carers, pupils and visitors.
- To ensure that all enquiries and messages are dealt with appropriately and confidentially.
- To plan your work schedules and work within a team
- To give help to other members of the team.

**Shared roles**

- To answer the telephone in a professional and efficient manner and record and pass on messages as appropriate.
- To answer the intercom CCTV system whilst having a high regard for security.
- To greet parents/carers and visitors and deal with their requests in an efficient and professional manner.
- To ensure visitors sign in and are provided with a visitor’s badge.
- To be a trained fire marshal for the school..
- To provide administrative support to the school business manager and headteacher as directed.
- To provide refreshments for the head teacher and the head teacher’s visitors as required.
- To use produce correspondence as required.
- To plan work schedule and ensure all administration functions are completed in a timely manner.
- To ensure that all enquiries and messages are dealt with appropriately and confidentially.

**PROFESSIONAL CHARACTERISTICS**

You will demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:

- inspiring trust and confidence;
- building team commitment;
- engaging and motivating pupils and staff; and
- analytical thinking.

**PERFORMANCE MANAGEMENT**

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle.

**CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

**EQUALITY OPPORTUNITY**

The post holder will be expected to undertake all duties in the context of and in compliance with the school’s and council’s equal opportunities policies.

**SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

**OTHER DUTIES AND RESPONSIBILITIES**

- To ensure all duties and responsibilities are discharged in accordance with the school’s health and safety at work policy.
- To undertake other reasonable duties commensurate with the grade of the post.

Date of issue: November 2024

Signature of Postholder: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

#### **PERSON SPECIFICATION**

1. NVQ level 3 in Business administration or equivalent qualification in a relevant discipline (or working towards)
2. An understanding of the education system, including current priorities, acronyms etc.
3. An ability to pass on messages reliably and accurately.
4. Good IT skills
5. Good communication and interpersonal skills in dealing with colleagues and visitors.
6. An ability to work under pressure and to deadlines.
7. To be able to work in a flexible way in terms of adapting to unusual circumstances.
8. To be very organised in file and paper management.
9. To be able to work as part of a small, but interdependent team.
10. An ability to take accurate minutes and reproduce them in a succinct way.
11. To keep up to date with relevant employment conditions and the school's personnel procedures.
12. A willingness to engage in school activities and events.