

**Sunnyfields Primary School**  
**Job Description**  
**School Administrator**

**Hours:** 36 hours a week, term time only.  
**Salary:** Grade C – F £28,698 – £33,957 FTE  
**Start date:** 19<sup>th</sup> February 2024

**To whom responsible**

The Headteacher

**Main Purpose of Job**

Be responsible for the provision of secretarial, clerical, financial and administrative support to the Headteacher, the School Business Manager and other staff. To act as the first point of reference for parents and other visitors. Taking action as necessary on own initiative or within instructions as laid down by the Headteacher and other senior staff.

**Main Duties and Responsibilities**

1. Provision of a general secretarial service to the Headteacher and to other staff eg. writing trip letters and assisting with the production of newsletters etc.
2. Use Integris to update the registers, monitor pupil absence, ensuring evacuation reports are printed twice daily.
3. Answering calls and delivering messages.
4. Screening and greeting visitors to the school and ensuring that visitors sign in/out and wear lanyards.
5. Maintaining records for lateness and early collection, ensuring consistency between late book and registers.
6. Oversee school admissions / transfer processes in the school, supporting parents where necessary, keeping staff and parents informed at all times and records updated.
7. Sorting incoming mail and distributing to staff as appropriate as well as taking occasional post to post office.
8. Receiving callers, e.g. children, parents, visitors and telephone enquiries. Dealing with enquiries and taking appropriate action on own initiative if necessary.
9. Initially handling queries, ensuring that concerns are dealt with tactfully, attempting to resolve minor matters and ensuring that more serious issues are referred to the appropriate member of staff.
10. Organising hospitality, as necessary.

11. Arranging appointments and meetings as requested by Headteacher or others.
12. Maintaining office diaries and briefing the Headteacher or other appropriate members of staff in relation to the diary / meeting.
13. Overseeing swimming and educational visits
14. Assisting with the preparation of school events
15. Co-ordinating the printing and filing of school reports.
16. Extracting information from Integris when necessary in order to provide analysis data for HT and governors etc
17. Responding to office emails, redirecting when necessary.
18. Occasional photocopying.
19. Supervising the late collection of children after school, making any necessary phonecalls to parents.
20. Supporting the organisation of afterschool clubs.
21. Support SBM with raising, receiving and distributing orders.
22. Support SBM with ParentMail, checking payments for dinner money, trips and musical activities, producing trip letters with details for payments etc.
23. Support HT with communication with parents by sending texts.
24. To support with Lost Property.
25. To assist with the maintenance of the school website.
26. To support with the recruitment of new staff, for example requesting and filing references, sending out starter packs, paperwork for DBSs etc
27. To undertake the completion of appropriate returns of information, e.g. to the LEA and the DfES, where requested.

**The postholder is required to be flexible and may be required to undertake such other duties as the Headteacher may direct.**

**The postholder is required to participate in Appraisal meetings.**