**GENERAL ADMINISTRATOR**

**JOB DESCRIPTION**

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| **Title of Post:** | General Administrator |
| **Purpose of Job:** | To be part of a team that provides an efficient and friendly service for all the school internal, external customers and stakeholders.  To provide a professional receptionist service to the school.  To provide secretarial, personnel, administration and clerical duties.  To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service.  To provide assistance with the financial administration function of the school. |
| **Responsible to:** | Office Manager / PA to the Headteacher |
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| **Particular**  **Duties:** | **General:**   * To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate. * To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitors’ book taking photo ID as required and updating the Single Central Register of visitors. * To accept and sign for deliveries as appropriate. * Book rooms, welcome guests and serve refreshments as required. * Arrange refreshments including lunches for visitors as required. * Manage the diary for meetings, room bookings both internal and external and for outside agencies as required. * Calls to parents/carers at the request of teachers. * Deal with student enquiries. * To pass on monies/lunches/messages etc. to students. * To assist parents and staff with booking parents’ appointments. * To ensure that students are signed out using the correct process. * To ensure that the admin email account is checked regularly and emails forwarded to the correct member of staff. * To assist with First Aid when required and undertake Emergency First Aid at Work training, if requested. * Deal with lost property items.   **Clerical:**   * To undertake accurate typing and word processing as required, with attention to detail. * To undertake filing, photocopying and reprographic work as required. * To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps. * To provide general clerical support as required. * Accessing information on the SIMS system for telephone numbers and contact details. * To undertake all duties relating to student punctuality, attendance and general records. * Book events, courses and meetings as requested. * Provide a word processing service for staff when necessary, with accurately typed documents and correspondence, meeting deadlines as required. * Assist with administration relating to OFSTED inspections.   **Finance:**   * To collect monies as required, including trips and photographs. * Administer the recording of payments for trip/activities and other funds. * Process transactions onto the school’s payment systems. * Help students/parents/staff with everyday financial transactions. * Reporting of varied accounting functions as and when required, to the Trust Finance Team. * Assist with supporting colleagues in respect of any accounting or administration assistance that may be required. * Adhere to policies and procedures to meet the requirements of the Academies Financial Handbook and the Academies Financial Regulations manual.   The duties above are neither exclusive or exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade. |
| **Broader Responsibilities** | * To work collaboratively as a member of the School Office Team. * To take ownership of various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of whole school administration. * To arrange all visits and tours of the school. * To follow up on communication with parents/carers, following visits, Open Days / Evenings, events. * To oversee the organisation and smooth running of events such as Open Evening and Parents’ Evenings, liaising with teaching and associate staff as appropriate; communicating with stakeholders and community links as appropriate. * To provide administrative and organisational support for teachers for in-house events. |
| **General:** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To support the learning culture and ethos of the school. * To comply with individual responsibilities in accordance with the role, for health and safety in the workplace. * Ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy. * The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects of staff and volunteers to share in this commitment. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. * The postholder will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified within this job description. * This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually. |
| **Confidentiality** | * Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all times maintain confidentiality. |
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