



Job Title: School Administrator

Duties & Responsibilities	
Purpose of the job	<ul style="list-style-type: none"> -To positively and actively contribute to whole school improvement through effective leadership and management of the administrative provisions within the school. -To organise, maintain and monitor school attendance, admissions and welfare systems ensuring effective delivery of service to school. -To provide administrative support to the SLT.
Administrative Duties:	
General	<ul style="list-style-type: none"> -Manage administrative procedures including word-processing and IT based tasks to produce and respond to correspondence. -Be responsible for the submission of relevant information to SLT, the Trust and outside agencies e.g. DfE. -Contribute to the production of Pupil CENSUS and School Workforce CENSUS.
Admissions (Secondary phase)	<ul style="list-style-type: none"> -Lead the school's admissions and withdrawal procedures in coordination with the LA/Trust maintaining accurate numbers on roll.
Attendance (Secondary phase)	<ul style="list-style-type: none"> -Oversee and ensure all attendance data/records are accurate on Bromcom, track attendance triggers & carry out follow up procedures in line with Management of Pupil Attendance policy.
Management Information Systems (Secondary phase)	<ul style="list-style-type: none"> -Ensure all pupil records on Bromcom are accurate and kept up to date. -Ensure the effective delivery of the school reports process and data collection systems by the Admin Team. -Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act and Freedom of information Act.
Resources (Secondary phase)	<ul style="list-style-type: none"> -To support marketing and promotion including the preparation and production of all school publications & oversee reprographics requests.
Isolation Room	<ul style="list-style-type: none"> -To manage the administration and learning environment of the secondary phase's isolation room as required.
Welfare (Whole school)	<ul style="list-style-type: none"> -To administer First Aid for pupils and staff. -To be responsible for maintaining First Aid resources. -To care for pupils who are unwell and liaise with the parents of these pupils. -To administer medication to pupils, as prescribed by the appropriate G.P. -To keep records of pupils needing medication and of medication given. -To undertake triage at play time and lunchtimes and maintain accident reporting systems. -To prepare medical packs for school trips. -Make provision for children's health needs in schools & communicate to relevant staff. -Oversee, maintain & update healthcare plans and personal evacuation emergency plans. -Lead on overseeing and supporting staff with risk assessments for trips.
Responsibilities	<ul style="list-style-type: none"> -Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

	<ul style="list-style-type: none"> -Be aware of and support difference and ensure equal opportunities for all. -Contribute to the development and implementation of the overall ethos/work/aims of the school. -Develop constructive relationships and communicate with other agencies and professionals. -Participate in training and other learning activities and performance development as required. -Recognise own strengths and areas of expertise and use these to advise and support others. -Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Child Protection Procedures and ensuring that confidentiality is adhered at all times. -Contribute to the overall aims and ethos of the school.
Other duties	<ul style="list-style-type: none"> -To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post -The postholder must comply with the Equal Opportunities Policy and health and Safety Policy

Signature of Manager: _____ **Date:** / /

Date: / /

Signature of post holder: _____