



Pirton Hill Primary School

Administration Team Structure (September 2019 onwards)

The Administration Team at Pirton Hill Primary School ensure that the core educational activities of the school are delivered in an organised, financially sound and administratively robust setting.

Post Title	Hours	Weeks/Year
Business & Resource Manager	1 x 37 hours	Term Time + INSET Days
Personnel Manager and PA	1 x 37 hours	Term Time + INSET Days + 2 weeks
Finance Assistant	1 x 25 hours	Term Time + INSET Days
Admin and Welfare Assistant	1 x 30 hours	Term Time + INSET Days
Administration Assistant	1 x 30 hours	Term Time + INSET Days + 2 days

In addition to a vital day-to-day management function, the **Business and Resources Manager** has a strategic role in delivering the long term aims of the school. The Business and Resources Manager has overall responsibility for the administration of the school, with particular responsibility for finance, managing service contracts, procurement, health and safety, building / grounds and emergency planning. This post also liaises closely with our Kitchen Manager, Food Counts Manager and Site Team (see below). Please refer to the Job Description in the application pack.

The **Personnel Manager and PA** is an overall office role, concentrating on personnel (*including statutory safeguarding checks*), staff attendance and recruitment, as well as providing confidential, personal and administrative support to the senior leadership team.

The **Finance Assistant** is an overall office role, concentrating on the delivery of an efficient day-to-day financial function, with particular responsibility for maintaining the school's finance package, processing orders, managing the school fund and managing the asset register.

The **Administration Assistant** is an overall office role, concentrating on the delivery of an efficient day-to-day administrative function, with particular responsibility for admissions, pupil's records, attendance, free school meals eligibility, pupil premium, transition and statutory returns.

The **Admin and Welfare Assistant** is an overall office role, concentrating on the delivery of an efficient day to day administrative function, with particular responsibility for maintaining a welcoming environment for visitors, recording pupil attendance, First Aid and Medication, management of reprographics and online services and managing stock.

The site team will consist of a **Site Agent** (37 hours per week, 52 weeks per year), an **Assistant Site Agent** (37 hours per week, 52 weeks per year) and 10 **Cleaning Operatives**.