

## Job Profile



<b>Post</b>	School Administrator - PRIMARY
<b>Salary</b>	5-6

### Main Job Purpose

To support the smooth running of the school including general clerical, administrative and data processing work.

### Main Duties

#### Daily:

1. Receive visitors - professionals, pupils, service personnel and general public; provide assistance to them.
2. Effectively distribute or everything received through the office e.g. post, deliveries.
3. Answer the telephone, transfer calls, take messages and deal with queries.
4. Manage emails.
5. Maintain a check on the registers and pupil absence.
6. Maintain a professional, attractive work environment, including entrance to the school and the entrance corridor.
7. Undertake ancillary office duties including photocopying, sorting, collating and filing.
8. Maintain student and staff IT data (SIMS)

#### Occasionally:

9. Maintain the Single Central Record and carry out safeguarding checks.
10. Update the website with new information when necessary.
11. Maintain spreadsheet records e.g. Health and Safety checks, training records etc.
12. Provide information / data for internal and external bodies.
13. Take in small amounts of money and issue receipts.
14. Set up events for ParentPay.
15. Process small, routine orders.
16. Liaise with the Principal, other admin staff, the Finance Officer and SBM as necessary.
17. Produce a list from email prompt of Cool Milk update. Pass onto the teachers.
18. Support the smooth running of the school, by carrying out occasional tasks if others are not available.
19. Maintain a wary eye on premises issues and services, referring concerns to the premises department, as necessary.
20. Prepare the weekly newsletter.
21. Fulfil other duties as requested by the Principal.

### Supervision and Management

The jobholder does not have regular responsibility for supervising staff, but may be required to assist in work familiarisation for new recruits.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The main focus of the job is to carry out set procedures consistently.

<b>Decision Making</b>
Decision making is not a key feature of the job, although the job holder may decide on the order in which to carry out the work.

<b>Resources</b>
The jobholder is accountable for the accurate handling of cash.

<b>Working Environment</b>
<p>The jobholder is an initial point of contact for the general public and the reason for the contact may be contentious.</p> <p>There is occasional background noise from pupils.</p>

<b>Knowledge and Skills</b>
The job requires basic office skills. A typical new employee would require a period of training to be fully competent in the main aspects of the job.

<b>Other Duties</b>
<p>The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.</p>