

# Blue Coat Church of England Academy



## *Job Description: School Administrator*

**Responsible to:** School Business Manager

This job description may be reviewed at the end of the academic year or earlier if necessary. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

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### **Summary of Role**

1. Assist the Principal, business manager and the senior leadership team (SLT) in their duty to ensure that the school meets its educational aims
2. Promote the highest standards of business ethos within the administrative function of the school
3. Provide specialist support and cover key roles within various teams across the school, including attendance, admissions and finance.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

### **General Duties:**

- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- Promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

### **Detailed responsibilities:**

#### **Finance**

- To undertake routine administration including entering purchase orders and processing invoices.
- In the absence of the Finance Officer, to cover the time critical financial functions, including processing of orders, invoices, cash collection and banking and month end financial routine processes (e.g. bank reconciliation, petty cash and prepayments and accruals).

#### **Financial Support**

- Operation of the school's accounting function according to agreed procedures.
- Provide financial management information as required.
- Monitor accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school; the operation and regular reconciliation of bank accounts; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- To be involved in projects that relate to finance: obtaining quotes, advising staff of best value.
- Undertake all the schools accounting systems:
  - Collection of fees and other dues.

- Recovery of bad debts and invoices in relation to all school accounts.
- Monitor closely all financial records
- Help manage the school lettings arrangements

#### **Month-end/Year-end process and annual audit and reporting to audit committee:**

- Prepare and post journals that are required to correct errors noted and to apportion shared costs where required;
- Support the School Business Manager in preparing reports for annual cycle of Governors' meetings using analytical review process;
- Prepare accruals and prepayments information for posting in the year-end process
- Assist the School Business Manager in answering audit queries
- Support the Business Manager with the year-end close process.

#### **Attendance**

- Investigate absences on a daily basis and issue marks on a weekly basis to ensure absences are correctly coded
- To monitor absence figures and liaise with the Heads of Year
- To pursue reasons for absence by telephone and in writing
- To complete all LA and DfE returns regarding absence
- To be responsible for the monitoring of pupil attendance and punctuality figures
- To liaise with the Education Welfare Officer/Attendance Officer with regard to pupil attendance queries
- To respond to parental requests for taking pupils out of school.
- To monitor requests and process Fixed Penalty Fine referrals to the Education Welfare Service where appropriate
- To provide statistical information and data reports regarding attendance and punctuality as required
- Attend liaison events and effectively promote the academy at open days/evenings and other events.

#### **Behaviour**

- To process exclusion letters utilising information provided by Heads of Year
- To record all exclusions on the pupil section of SIMS
- To complete quarterly exclusion returns to the LA
- To record detentions on SIMS and produce letters to pupils
- To issue detention registers to Heads of Year on a weekly basis
- To provide statistical information and data reports regarding behaviour and exclusions as required

#### **Admissions**

- To be responsible for the admissions process for the school, supporting the Academy's Admissions Officer for admissions into Year 7
- To ensure that pupil files are established, updated and archived as required.
- To be responsible for ensuring all Academy admissions information is kept up-to-date
- To ensure that Academy's Admissions Policy is updated as required and statutory consultation is adhered to.

### **Mid-Year Admissions**

- To support the administration of the school's admissions procedure and record all midyear applications
- To liaise with parents and answer queries in relation to the schools admissions criteria
- To oversee the waiting lists for pupils seeking admission to the school and reviewing the list at regular intervals
- To liaise with the LA regarding midyear admission applicants
- To liaise with other schools regarding midyear admissions
- To enter all new midyear admissions onto SIMS
- To provide statistical information and data reports regarding midyear admissions as required

### **Managed Moves**

- To support the administration of managed move pupils
- To enter pupils onto SIMS for managed moves into Blue Coat
- To provide information pack for Blue Coat pupils on a managed move to another school
- To liaise with Heads of Year regarding review meetings and record appropriately

### **Other:**

To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the Christian ethos of the school.

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.

Such other duties as may be commensurate with the grade in order to ensure the smooth running of the school.

### **Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

### **Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, staff are expected to uphold the school's Christian ethos at all times.

### **Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any

concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

### **PERSON SPECIFICATION – SENIOR ADMINISTRATOR**

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

#### **Knowledge, Experience, Skills and Aptitudes**

- A good standard of numeracy and literacy.
- Confidentiality as some material is sensitive.
- Ability to communicate clearly and effectively both orally and in writing with parents, children, colleagues and professionals from other public bodies and agencies.
- Ability to use a variety of IT packages including Word and Excel to an advanced level.
- Knowledge of school systems and procedures/SIMs systems.
- Able to plan, organise and to manage workload effectively whilst remaining flexible and adaptable to rapidly changing requirements and workloads.
- Ability to work under pressure and meet deadlines.
- Understanding of school policies and procedures.
- Understanding of child protection procedures and processes.
- Experience of working within a team and contributing to development of an effective service having a positive approach to problem solving.
- Ability to understand and respect the need for discretion, sensitivity and confidentiality.
- Ability to reflect and take on positive criticism.
- Willing to contribute to the life and development of the Academy.
- Ability to actively promote the school's Equal Opportunities policies.
- Experience in a general administration environment.