



## JOB DESCRIPTION

**Job title:** Senior School Administrator  
**Reports to:** Headteacher  
**Grade:** Devon NJC Grade D (SCP 8 - 12)

*Excellence through cultivating character, sharing talents and pursuing excellence.*

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

### 1. Key Purpose of Job

Under instruction/guidance of Head teacher and Senior Leadership Team, to provide routine general administrative support to the school.

### 2. Key Duties

#### Organisational

- Undertake reception duties, answering routine telephone calls, face to face enquires and signing visitors into the school
- Produce and report on daily pupil meal uptake and liaise with school kitchen
- Assist with welfare duties, liaising with parents / staff etc.
- Assisting with arrangements for visits by school trips, events etc
- Responsible for Admissions
- Provide routine clerical support e.g. photocopying, filing, emailing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils' data
- Undertake typing, word-processing and other IT-based tasks including newsletters, diaries, emails and websites
- Take notes at meetings, as and when required.
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Monitor and maintain attendance records
- Maybe a requirement to cover 2 afternoons in the library

## Resources

- Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet, website, publisher, eschools, SIMs, ParentPay, CPOMs)
- Provide general advice and guidance to staff, pupils and others

3. The H&S Administrator duties are part of the wider Trust central operations team where they will liaise with colleagues regularly.

### **Main duties and Responsibilities:**

#### **Daily checks:**

- Monitoring key box – to ensure all returned
- Site walk around – visual check and inspection of the site to pick up the following:
  - Site is safe and free from hazards
  - Car park – clear of hazards
  - Playground – clear of hazards
  - Fire exits – clear of debris
  - Lights - working
  - Perimeter – security safeguarding
  - Toilets- working
  - Security – CCTV – intruder alarm working
  - Forest area – free from hazards

#### **Weekly:**

- Visual checks of
  - Double glazing
  - Legionella – outside taps
  - Signage

#### **Termly:**

- Drills – fire drills
- Testing core points

Obviously there is an onus on reminding all staff they have a responsibility for health and safety and should report faults and issues as they occur.

Fire drills

Incident and accident reporting

Oshens system

H&S TIG

H&S training – reports

First aid

### **4. General Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

## **Other**

- Any other duties required by the Headteacher or team leader, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

## **Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times