



INTRODUCTION		
	NAME OF POSTHOLDER:	
	JOB TITLE:	Administrator G3
	JOB PURPOSE:	To provide a comprehensive administration and financial clerical support to the school.
	Line Management:	Reporting to - Headteacher/Assistant Heads
	Liaising With:	Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.
	Salary Scale:	G3
	Working Time:	35 hours per week plus ten days non term time
	DBS Disclosure Level:	Enhanced

Main duties and responsibilities

- To manage and undertake a range of financial / accounting processes related to school fund and parentpay and to assist with any promotion and marketing materials for the school.
- Reception duties including responding to queries and complaints in line with the schools compliments and complaints policy.
- To manage online and paper filing systems in line with the data protection policy and records management policy.
- To produce a range of financial data and provide reports as required relating to school fund and parentpay.

- To be responsible for a range of administrative duties and complicated IT tasks.
- To maintain and update manual and computer records/returns management information systems.
- To manage, input & extract data/information for analysis in order to produce detailed reports as requested.
- To order equipment as required and to maintain stationary and consumables for the whole school.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies.
- To maintain and collate registers, pupil reports and any other information as required by the school, LA or DFES.
- To ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries liaising with the Pastoral Manager as required.
- To schedule school visits for outside agencies, linked schools and parents.
- To manage visits and visitors as the school's educational visits co-ordinator.
- To manage the administration of school lettings and other uses of school premises if appropriate.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.(Additional payment)
- To organise and co-ordinate supply cover as requested by senior teaching staff.
- Comply and assist with the development of policies and procedures relating to administration, as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders in line with the school equality policy.
- Maintain the confidential nature of information relating to the school , it's pupils and parents, acting in accordance with the Data Protection Act 2018 at all times.
- Participate and engage in training and appraisal.

- Undertake additional duties as reasonably requested by senior staff.