**BROOKLANDS PRIMARY SCHOOL**

**Job Description**

**JOB TITLE** Administrator – ASC’s

**GRADE** Band 4, Pts 21 – 25 – 8 hrs per week

**RESPONSIBLE TO** Business Manager

**MAIN PURPOSE OF THE POST** To manage the administrative and finance function within the school for the breakfast and after school clubs (ASC’s).

**DUTIES AND RESPONSIBILITIES**

* Plan, develop, organise and monitor support systems, procedures and policies
* Provide support, advice and guidance on administrative issues to senior staff, governing body and others
* Liaise with other staff, pupils, parents/carers and external agencies
* Develop and maintain record and information systems
* Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
* Responsible for completion and submission of forms, returns etc., including those to outside agencies.
* Communicate information received via telephone calls or written messages to appropriate people.
* To handle all confidential correspondence with discretion.

**ADMINISTRATION**

* Produce, and respond to, correspondence
* Manage and monitor the school’s financial processes and budgets for the ASC’s.
* Contribute to marketing and promotion of the ASC’s.
* To provide general clerical/admin support.
* Knowledge and experience of relevant administrative systems and specialist ICT packages
* Knowledge for developing and management of all administrative/financial procedures, including use of relevant ICT packages and systems for the ASC’s.
* Communicates with staff, pupils, parents/carers, governors and a range of other external contacts.
* Adapts, develops administrative and related procedures and systems for the school ASC’s, and resolves associated problems.
* No direct responsibility for pupils. Contact with pupils is incidental.
* Regularly makes decisions on issues where there is no clear process. This involves planning, developing and monitoring the support systems and policies, which may have a significant direct impact on service provision.
* Responsible for the maintenance and updating of records systems.
* Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
* Administrative work is regularly interrupted.
* Work normally carried out in an office environment.

**GENERAL**

* 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 the Business Manager or Headteacher.
* Be aware of and ensure equal opportunities for all.
* Contribute to the overall ethos and aims of the school.
* Establish positive relationships and communicate with other agencies as necessary.
* Participate in relevant training.
* Recognise own strengths and areas of expertise and use them to advise and support others.
* To undertake such other reasonable duties as may be required within school.

Signed:-

Date:-