**School Administrator**

**Title of Post:** School Administrator

**Salary Scale:** Scale 6 Point 18- 20

**Hours:** 36 hours a week, term time only + 1 week

**Report to:** Head of School, School Business Manager

**Job Purpose**

* To be the first point of contact for telephone enquiries for children and parents and visitors to the school, providing an excellent customer care service to stakeholders.
* To ensure business administrative and financial processes are followed and completed according to school guidelines.
* To ensure that all systems and equipment in the working environment function effectively.

**Finance Administrations**

* Collection and tally of payments made to the school office i.e. dinner money, education visit contributions, school uniform, Clubs, Nursery fees etc.
* Banking and recording of all LDBS Academies Trust income databases to audit level and ensuring the outstanding balances are recovered
* Ordering in line with finance manual limits and disbursement of school resources, ensuring separation of duties
* Adding all purchase orders to finance system, coding expenditure to correct budget codes.
* Entering invoices and preparing for SBM to run BACS payments
* Recording credit card transactions.
* Ensuring stock levels are maintained
* Ensuring levels of Uniform stock are maintained. Regular stock check to audit level.

**General Administration**

* Maintaining the school electronic diary and website diary.
* Maintaining up-to-date pupil database in line with GDPR.
* Maintaining confidential pupil files in line with GDPR.
* Completing Pupil Census.
* Maintain administration for Educational Visits.
* Assist with Preparation and Distribution of School Newsletter.
* Ensuring up to date information is posted on the School Website.
* To maintain security system for visitors.
* To maintain all office records (electronic and manual).
* Ensure Telephone are answered in a professional and timely manner and voice messages are regularly checked and responded to.
* Maintain e-communication system with parents.
* To ensure the school teaching and learning staff have the necessary equipment and tools to carry out their functions and that the office and reception accommodation and equipment are well maintained.
* Monitoring school attendance records, making first day calls. Highlighting to HOS any changes in pupil attendance e.g absence and lateness. Then referring to the EWO.
* To provide administrative support to the Leadership team.
* To undertake any other duties or responsibilities as required by the line manager or Head of School
* To undertake training and tri school meetings as required to ensure participation in all aspects of the school processes.
* Maintaining the photocopier and its resources / consumables.
* Keeping the front reception area clear and presentable.
* Providing hospitality to leadership team and guests.
* Developing and driving forward innovation for administrations processes.
* Setting up new users. Liaising with ICT to set up user accounts for staff, MS 365, training etc.
* Updating SCR with agency staff
* Update staff absences on schools recording systems. Updating HOS of patterns of absence

**Admissions**

* To deal with enquiries from parents regarding admissions to the school.
* To liaise with the Head of School, parents, and the LA regarding the offering of places.
* To keep a record of applicants, arrange visits/appointments with the Head of School, send out letter and record repliers.
* To create a student file and ensure that information is kept secure in line with Data protection legislation.
* To maintain data on each pupil using the school database.
* Writing correspondence to parents, prospective admissions, and responses to general enquiries to the school.

**Pastoral**

* Oversee the supervision of sick or injured children in a sensitive and appropriate way while waiting to be collected. Notify parents of sick children.
* Managing and maintain the medical room, ensuring correct stocks are in place.
* Ensure pupil medical needs are up to date and meet GDPR requirements.
* Oversee reception and visitor care (in line with safeguarding policy). Dealing with all enquires.
* Responsibility for bringing class registers to assembly point in the event of a school evacuation.
* Ensure both self and others achieve an appropriate work/life balance by managing workflow.

**Health and Safety**

* The post holder will be expected to observe safe working practices in carrying out the required duties in line with the Health and Safety Policy.
* Post to be carried out in line with LDBS Trust policies including Lone Working Policy, Staff Code of Conduct and Keeping Children Safe in Education Policy