**Nun Monkton Foundation Primary School**

##### JOB DESCRIPTION

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| POST:  | School Administrator |
| GRADE:  | E |
| RESPONSIBLE TO:  | Headteacher |
| STAFF MANAGED:  | None |
| Directorate | Children and Young People's Service |
| School Name | Nun Monkton Foundation Primary School |
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| Safeguarding Statement: |
| * Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken
* Enhanced DBS clearance required
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| JOB PURPOSE: | * To provide an effective administrative support service to the Headteacher and the school.
* The role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
* In addition, the post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office.
* The post holder will have some responsibility for some basic finance duties and may have some responsibility for supervision of employees and/or some expenditures
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| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Management  | * Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology.
* Be responsible for confidential information e.g. policies, staff, pupil and parent records.
* Make appropriate decisions to problems/issues when they arise within the office.
* Produce documents for the school e.g. Newsletters, brochures.
* Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central offices of the LA.
* Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.
* Assist teaching and non-teaching staff with administration queries.
* Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.
* Report concerns and obtain support for any issues raised.
* Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
* Analyse and evaluate data and information and produce reports
* Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g. for the school’s Governing Body / Financial Management Committee.
* Take minutes at various meetings as required.
* Contact parents in the event of an accident or incident involving their child. Record accidents in accident book.
* Deal with maintenance requests and oversee contractors where appropriate.
* Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.
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| Communications  | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Ensure the delivery of an efficient reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
* Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.
* Liaise with parents, staff, pupils and external agencies as required
* Attend staff meetings and training days by agreement with the Headteacher.
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| Resource management  | * Assist senior staff with budget preparation and revision as necessary.
* Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher
* Assist in the induction of new employees
* Monitor stock levels, order office materials, equipment and services and check incoming orders
* Contributes to setting and monitoring the school budget
* Input income and expenditure information.
* Undertake the administration of money relating to the school, including handling of small amounts of cash, payments of bills and invoices and collation of paperwork for the Bursar.
* Process orders and payments for stationary, equipment etc.
* Participate in the school’s performance management scheme.
* Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
* Participate in training & other learning activities
* Manage the day to day activities of the office
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| Safeguarding  | * Adhere to data protection legislation
* Maintain confidentiality as appropriate
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.
* Have an awareness and basic knowledge where appropriate of the most recent legislation.
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| Systems and Information  | * Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
* Share information appropriately – in writing, by telephone, electronically and in person.
* Maintain and update accurate computerised and manual records as required
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| Date of Issue: | October 1st 2024 |

*Nun Monkton Foundation Primary School is committed to safeguarding and promoting the welfare of children, young people, and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. Nun Monkton Foundation Primary School is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.*