

Job Description



Brampton
Primary School

Post: School Administrator

Responsible to: School Business Manager / Headteacher / Governing Body

Job Purpose

To provide effective administrative support to the School Business Manager and Senior Leadership Team, ensuring the smooth day-to-day running of the school office. Under senior staff direction, you will deliver clerical, reception, and financial support, and take responsibility for organising and managing office procedures one day per week.

Main Duties & Responsibilities

Organisation

- Be the first point of contact for the children, parents, staff, governors, contractors and visitors to the school so communicate effectively in a warm and professional manner at all times.
- Undertake reception duties, receiving routine telephone and face to face enquiries and signing in visitors
- Responding to or routing/taking messages. Obtain or make outgoing calls as requested.
- Communicate and contact parents using school systems.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- To support the organisation of school events.
- Manage the Extended Schools provision ensuring full wrap-around care is available to pupils as required.

Administration

- Provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Sort and distribute mail.
- Undertake routine administration e.g. registers/school meals.

Resources

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record cash payments for uniform.

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 an appropriate person.
- To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.