

The Federation of the Church Schools of Shalfleet and Yarmouth

Administrator

Identifying Facts:	
Title of Post: Administrator	
Directorate: Education	Post No:
Section: Management and Administration	Date: April 2021
Responsible to: School Business Manager/Finance Manager (Deputy Head teachers/Head teacher Ultimately)	

Job purpose

Under the direction/instruction of senior staff – provide routine general, clerical, administrative and financial processes to the school.

Major tasks:

1. Promote equality as an integral part of the role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Maintain computer and manual records
4. Work closely with the Finance Manager to ensure that all financial processes are organised, accurate and accounted for
5. Ensure the smooth day to day running of the school offices, ensuring that the offices are compliant with a robust filing system and record keeping is up to date
6. To carry out administrative tasks in line with role requirements and office duties
7. To ensure working practices are compliant with relevant policies

Organisation:

8. Undertake reception duties, welcoming visitors (ensuring that safeguarding guidelines are upheld) answering general telephone and face to face enquiries, operating the various computerised system and signing in visitors. Dealing with more complex issues that may arise.
9. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff and lead in contacting the appropriate services and parents where necessary.
10. Ensure first aid boxes are up to date and replenish accordingly
11. To effectively communicate information to parents and ensure parents are kept informed of last-minute information
12. Coordinate the visits by school nurse, speech and language, photographer, etc.
13. Liaise with staff members and outside agencies to arrange after school clubs – including sourcing, timetabling and organisation
14. Assist in arranging school trips/events and process subsequent paperwork, writing all accompanying letters, processing through the online systems ensuring that the trip is financially viable to proceed.
15. Supervise, train and develop staff as appropriate
16. Liaise between managers/teaching staff/Clerk to the Governors (ensure that any Governor filing is stored correctly) and support staff as necessary
17. Manage manual and computerised record/information systems including updating the google calendars and diaries, updating the meeting room diary.
18. Maintain manual and computerised records/management information systems including updates to student details.
19. Provide routine clerical support e.g. photocopying, typing, word processing and other IT based tasks, filing, emailing, complete routine forms, update general school sign and update the foyer

area, sort and distribute electronic and paper mail, create/update/administer I.D. badges and including more complex IT based tasks

20. Monitoring of pupil attendance keeping SLT updated with any concerns
21. Complete the admissions/departures process (paperwork and computerised systems) keeping information up to date
22. Be responsible for the year end processes within the IT systems
23. 1st level debt chasing for school and preschool, under the guidance of the Finance Manager
24. Ensure the smooth running and organisation of the office, ensuring that the office is compliant with a robust filing and record keeping
25. Ensure all medication held on site is up to date, contacting parents if necessary
26. Monitor the Filtering & Monitoring system for children, reporting any concerns raised.

Administration

27. Confidently and accurately operate all management systems
28. Arrange orderly and secure storage of supplies
29. Undertake routine financial administration e.g. collect and record dinner money, clubs and trips money and undertake the first level debt chasing process reporting all debt concerns to the Finance Manager.
30. Monitor and manage stock (including stationery) within an agreed budget, cataloguing resources, undertaking audits and reporting back to Financial Managers and the SLT
31. Manage uniform/snack and other 'shops' within the school
32. Maintain & keep up to date all central Medical Records for all pupils and staff
33. Order national testing materials
34. Assist with procurement, fundraising and sponsorship
35. Input the school and preschool income onto the computerised systems
36. Report on all financial processes regularly to the finance manager and SLT
37. Proof read and sense check the weekly newsletter

Responsibilities:

38. Support the aims, values, mission and ethos of the federation and participate in a team approach to all aspects of school life and maintain confidentiality in all aspects of the job role.
39. 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.
40. Be aware of and support difference and ensure equal opportunities for all.
41. Appreciate and support the role of other professionals.
42. Attend and participate in relevant meetings as required.
43. Participate in training and other learning activities and performance development as required.
44. Contribute to the overall ethos/work/aims of the school.

Generic quality statement:

The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding:

The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality:

All employees are expected to treat others with dignity and respect.

Health and Safety:

The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as is reasonably practicable.

Data Protection and ICT Security:

All employees are required to ensure that any information or data collected or input into any system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder it is liable to variation by management to reflect and anticipate changes to the job. As a term of employment the post holder may be required to undertake other duties in this post, or following consultation, any other post in any of the Isle of Wight's Council's directories.

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The post holder will be expected to 'cover' roles in the administrative team where necessary.