



Job Title	School Administrator
Salary Scale	RG3 scale point 15-21 (gateway scp18)
Reports To	School Business Manager

### SUPPORTING KATESGROVE PRIMARY SCHOOL'S VISION AND VALUES

As a member of staff within the school the post holder is required to:

1. consistently conduct his/her role in order that the school's vision of aspiring to be the best is achieved for all pupils and adults in order that every pupil makes a positive contribution to the community now and in the future
2. continually contribute to the School's success through its vision statement and modelled behaviour towards anyone in the school and, when out of school, if a member of staff can be identified, the highest standard of conduct, confidentiality and behaviour is expected
3. safeguard all pupils and support the school's culture to make everyone feel safe, by ensuring the school's policies on Safeguarding, Health and Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. promote a culture of inclusion within the School as a whole where all voices are heard, respected and acknowledged
5. contribute to ensure the administrative service promotes the highest standards of business ethos of the school

### STATUTORY RESPONSIBILITIES AND REQUIREMENTS OF THE ROLE

This role has no statutory qualifications but the post holder is expected to access all opportunities for continued professional development and training that will benefit the school.

The post holder should also understand the statutory roles of teaching staff, along with maintaining a knowledge of the contents of:

- a. Ofsted: The Framework for School Inspection
- b. Berkshire LSCB Child Protection Procedures

### DESIGNATION OF THE POST

The post holder is:

- directly accountable to the School Business Manager, who is part of the Senior Leadership Team

## MAIN PURPOSE AND DUTIES OF THE ROLE

The School Administrator is accountable for:

### 1. Pupil Attendance

- a) inputting attendance data from class registers on a daily basis
- b) ensuring the school's attendance information is fully accurate, creating weekly registers and generating reports for the Senior Leadership Team or Governing Body as required
- c) producing data for 'weekly attendance cup' and producing attendance certificates for pupils
- d) ensuring the records of the children arriving late or leaving early is transferred so that registration systems (SIMs) can be updated
- e) processing pupil holiday-in-term-time applications
- f) maintaining and collating information regarding pupil holidays, ensuring that all appropriate correspondence to parents regarding term-time absences preparing reports for the Senior Leadership Team and Education Welfare Officer to highlight persistent issues
- g) submitting data returns to LA and Government agencies as required (i.e. School Census)
- h) carrying out daily first response, by 10:30 each morning and by 13:30 each afternoon for nursery checking for any pupil with unexplained absence:
  - telephoning the parent/carer in the first instance
  - sending text message from school
  - updating class registers and SIMs once response received
  - issuing any appropriate correspondence where no response or prolonged absence occurs
  - liaising with the Pastoral Care Worker and Senior Leadership Team to highlight any concerns

### 2. Admissions Support

- a) carrying out administrative tasks relating to the admission of pupils into the school, including, but not exclusive to:
  - liaising with the local authority and parents/carers
  - planning home visits in an orderly way in order to minimise travelling time
  - setting up classes on SIMs
  - producing welcome packs and information for meetings
- b) setting up the structure on SIMs for the new academic year – including new teachers and pupils into new classes
- c) maintaining the SIMs pupil database with address changes, telephone numbers and home circumstances etc.
- d) entering information relating to eligibility for free school meals on the SIMS system and ensuring that this information is communicated to the teaching/kitchen staff
- e) creating and extracting reports from school systems as requested
- f) submitting data returns to LA and Government agencies as required (i.e. School Census)
- g) administering of pupil Y6 transfers to secondary schools
- h) administering all casual admissions to the school and the associated paperwork (i.e. common transfer paperwork)
- i) establishing and maintaining communication systems with Early Years Providers, other than the school nursery, from where pupils are being admitted
- j) liaising with the Local Authority in respect of the allocation of places to reception and year one classes ensuring the accuracy of the waiting lists for places within the schools
- k) providing administrative support to EYFS team for all matters related to admissions

**3. General Administration and School Support**

- a) managing e-mail correspondence through the school e-mail address and passing on any relevant information and checking essential matters have been acted upon
- b) participating with all office based staff to ensure appropriate cover for breaks and staff absence by undertaking a range of administrative tasks and procedures to support the school
- c) supporting the school by undertaking a variety of tasks which will include, but is not exclusive to: photocopying, typing and distribution of letters, message delivery, creating certificates, paper stock maintenance, distributing letters on behalf of the school as required
- d) appreciating and supporting the role of other professionals making a positive contribution to the team
- e) attending relevant meetings as required

**4. Continuing Professional Development & Appraisal**

- a) reviewing the quality of his/her performance against set targets and objectives
- b) seeking out and taking all opportunities to improve areas for development
- c) participating in training and other learning activities and performance development as required
- d) ensuring that his/her health and safety and safeguarding training is up to date
- e) preparing for and participating in his/her formal supervision and appraisal and, if appropriate, that of other colleagues

**Gateway Progression Criteria:**

In order to progress through the Gateway the post holder must be able to demonstrate a high level of competence in the following areas:

- a) ability to train others in the basic administrative tasks
- b) ability to identify issues within SIMs and offer solutions to the School Business Manager
- c) creating positive relationships with parents/carer in respect of pupil attendance matters
- d) working effectively with the Education Welfare Officer and Pastoral Support Worker to secure early intervention on attendance matters
- e) taking an active role in the induction process for parents/carers to the school

## PERSON SPECIFICATION

### Specific Requirements

- This post is subject to an Enhanced DBS Check within the legislative framework of the Disclosure and Barring Service
- The post is subject to completing level one of Health and Safety responsibilities for Katesgrove Primary School
- The post holder is also required to attend any identified training to further their development and the development of Katesgrove Primary School

### Qualification Requirements

- Good general standard of education – GCSE C English and Mathematics (or recognised equivalent)
- NVQ Level 1 desirable but not essential – the post holder will be expected to achieve this if not held
- Previous office based administrative or customer service experience at a senior level
- Previous experience of working with MS Office packages (word, excel, outlook)

### Required Skills & Abilities

- Ability to self-evaluate learning needs and actively seek learning opportunities
- Good standard of demonstrable interpersonal and communication skills – including ability to handle challenging situations
- Good standard of communication skills leading to the development of positive relationships with external partners and agencies
- Ability to understand the rules of strict confidentiality and safeguarding practices
- Ability to work under pressure and set and meet pre-determined set deadline where they may change at short notice
- Ability to understand school policies and codes of practice
- Ability to be flexible and adaptable to the wide range of duties undertaken
- Ability to produce accurate and well-presented work
- Willingness to undertake training and learn new systems
- Ability to deal appropriately with potentially distressed and/or aggressive parents or visitors in person or over the telephone
- Ability to input and retrieve data accurately as required from a variety of manual and IT systems
- Ability to work as part of a team and on own initiative with high levels of accuracy with minimal supervision
- Ability to resolve discrepancies without disruption to service
- Ability to record and present standard numerical information. Able to check and interpret this information (to the level of recognising if it is inaccurate by being able to carry out basic checks and balances)
- Ability to recognise and deal appropriately with non-standard enquiries on the phone and able to identify emergency situations that need immediate response

**AGREEMENT WITH THE POST HOLDER**

This Job Description is not your Contract of Employment or any part of it.

In addition to your Contract of Employment and this Job Description, the postholder is also required to abide by the Code of Conduct for school Staff at Katesgrove Primary school.

The Job Description is prepared for the purposes of school structure and may be altered to reflect changes in your Contract or the school organisation.

All changes will include a consultation period.

This document will be reviewed annually by the Headteacher in line with legislation.

This document must not be altered once it has been signed, without the consent of both parties.

Job Title	School Administrator
Name of Postholder	
Signed Post Holder	
Date	