

Job Description: **Administrator**

Salary scale: NJC

Point: 7-8

Actual salary £14,935

Hours: 25 per week

Term Time Only plus 5 days

### **Purpose of the role**

To provide administrative support within a busy school environment and to contribute to the overall ethos of supporting teaching and learning within the academy.

## **TASKS**

### **Organisation**

- To provide a warm welcome to parents, visitors and colleagues and to deal with their requests in an efficient and professional manner.
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate.
- To answer the front desk and grant access to visitors whilst having a high regard for security.
- To ensure visitors sign in on the inventory system and are provided with a visitor's badge.
- To ensure DBS and photographic identification has been checked and verified by relevant staff for all visitors to the academy.

### **Administration**

- Provide clerical/administrative support e.g. photocopying, filing, typing, updating spreadsheets and databases and responding to routine correspondence.
- Maintain manual and computerised records/management of information systems including MIS, ParentMail, EVERY, MS Office, CPOMS and academy website.
- Record pupil attendance and punctuality.
- Sort and distribute mail.
- Maintain and collate pupil reports and parental consents.
- Monitor and chase outstanding monies from parents.
- Liaise with school and central staff to organise trips and clubs and carry out associated administrative tasks i.e. typing letters and setting up charges on ParentMail.
- To set up and administer appointments on the electronic parents' evening system.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the academy.
- 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.
- To undertake other duties appropriate to the grading of the post as required.