



## BROUGHTON PRIMARY SCHOOL

### Administrator Job Description

**Job Title:** Administrator

**Responsible to:** Headteacher

**Job Purpose:** To provide a full range of administrative and business support services to the staff of the school and other stakeholders as part of the administrative team.

**Key Tasks:**

#### Manning the School Office

- To provide an efficient and courteous reception (including asking people to sign in and out and giving visitors a badge) to Governors, Parents, Contractors and all visitors in support of the Head teacher, staff and pupils.
- To present a positive image of the school to parents and the local community.
- To answer the telephones efficiently and courteously, forwarding detailed messages as appropriate.
- Effectively manage the school diary.
- Providing instruction and training for colleagues on school procedures and systems of work and checking work of others where appropriate.
- To maintain levels of supplies for first aid, re-ordering as necessary.
- Being a fire warden for the school and supporting the effective roll call at the muster point.
- Responding to internal and external stakeholders including members of the public including on potentially sensitive issues with tact and care.
- Making recommendations for improvement, cooperating with change and seeking fresh approaches to make improvements to the service provided for pupils, parents and staff.
- Dealing with unexpected issues and problem solving within the school's policies and procedures.

#### Administrative & Finance Tasks

- To be responsible for photocopying, collating and the distribution of documents as required.
- To prepare standard letters and e-mails as required by the headteacher.
- To file and retrieve information as required.
- Sort, distribute and respond to mail, as appropriate
- To manage the collection and recording of monies/permission forms for school trips and managing the processing of online payments and bookings.
- To maintain an efficient filing system. To be responsible for archiving and document disposal, in line with GDPR policy.
- To prepare termly statutory returns, for example the school census and Early Years Headcounts.
- Entering data, checking for accuracy and logic and identifying potential errors.
- Maintaining and conducting interrogation of systems/databases.

- To undertake any other ad-hoc tasks that may be required from time to time by the Head teacher to ensure the smooth running of the school.
- To undertake identity checks as and when required for DBS checks and to enter all information on to the Single Central Record (SCR). To maintain the SCR as required by the headteacher
- Prepare and input approved payroll overtime.
- To liaise with catering and other staff to schedule and administer school meals.
- To liaise with staff to schedule and administer wraparound and other after school clubs.
- To maintain pupil data and produce reports from the School Information Management System (Arbor).
- To maintain the school website.

  

- To place authorised orders with suppliers where directed by the headteacher.
- To assess office stationery needs and other supplies and compile orders as required by staff.
- To check goods received against orders placed, and follow-up any queries with suppliers. Distribute goods to those who have ordered them.
- To liaise with the headteacher, as necessary, to ensure the smooth running of the above.
- To assist with the preparation and creation of health & safety and maintenance reports in a timely and professional manner and supporting the health & safety monitoring programme as directed.
- To regularly pass information and documents (e.g. invoices received, money's owed, income received) to the central finance function so that the school's financial accounts are accurate and that suppliers are paid on time.
- Handling small amounts of petty cash and keeping accurate and reconciled records for this.
- Being accountable for confidentiality and financial controls in the setting of the school office.

### **Responsibilities**

- Be aware and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to the school policy on equality and diversity.
- To contribute to the overall ethos and aims of the school.
- To ensure good lines of communication at all times.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- The post holder may be expected to undertake any other reasonable task as requested by the Headteacher.