



FAIRFIELD PRIMARY SCHOOL



Administrator Job Description

Job Title:	Administrator
Responsible to:	School Business Manager (SBM)
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:

School Office

- To provide an efficient and courteous reception (including managing procedures to all visitors signing in and out) 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.
- To maintain levels of supplies for first aid, re-ordering as necessary.

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 and School Business Manager.
- To file and retrieve information as required.
- Sort and distribute mail.
- To assist in the collection and recording of monies/permission forms for school trips and managing the processing of online payments and bookings.
- To prepare and maintain financial records and process through the online banking system.
- To maintain an efficient filing system. To be responsible for archiving and document disposal.
- To undertake any other ad-hoc tasks that may be required from time to time by the Head teacher and SBM 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 School Business Manager.
- To ensure that all letters are sent to those engaged in School payment & communication system (School Money) and to ensure that banking details are set up on the system as necessary.
- To transfer School Money Income details to appropriate spreadsheets.
- To prepare general financial data including invoicing and income for banking. Maintain accurate records and issue receipts to parents.
- Prepare and input payroll ensuring pay costs are appropriate and budget areas correctly charged.
- To liaise with catering and other staff to schedule and administer school meals.
- To liaise with staff to schedule and administer termly after school clubs.
- To maintain pupil data and produce reports from the School Information Management System (SIMs).
- To place authorised orders with suppliers where directed by the SBM.
- 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 SBM 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.

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 or School Business Manager.