



# Manor Drive Primary Academy

## JOB DESCRIPTION

*This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**NAME:**

**JOB TITLE:** Administrator

**RESPONSIBLE TO:** PA To Headteacher

**LINE MANAGEMENT RESPONSIBILITY:** NONE

**BUDGET:** NONE

**NON TERM TIME WORKING COMMITMENT:**

- Ten days
- This would include some inset days and the additional days are worked within the Summer holiday period, actual days to be negotiated with line manager in accordance with the needs of the School.

**OVERALL RESPONSIBILITY:**

1. To assist in the effective and efficient running of the school.
2. Ensure that all visitors and Parents/Carers receive a warm, helpful and effective welcome and support at the office.
3. Develop and maintain good relationships with Staff, Parents/Carers, Governors, representatives and external agencies in order to promote the objectives of the school.
4. To maintain a high degree of confidentiality.
5. To organise and prioritise workload on a daily basis using own initiative and working knowledge.
6. Provide timely and effective operation of secretarial and administrative support to the School in accordance with excellent office practice.
7. Provide financial administration to aid in the smooth running of the school, extended services and nursery.
8. Ensure accurate logging of school dinners in a timely manner.
9. Ensure student absences are recorded appropriately.
10. Generate correspondence and reports of a routine nature.
11. Maintain computerised attendance records for all pupils. Prepare pupil attendance reports, punctuality reviews and summary absence printouts upon request.
12. To input information into school software management systems.
13. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.

**SECTION 1 - DUTIES:**

1	Undertake general secretarial / receptionist duties – acting as first point of contact for the school, responding to enquiries and passing appropriate messages / information to staff.
2	Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
3	Produce typed documentation to a high standard using relevant IT resources (spreadsheets, word-processing and databases)

4	To action all reception duties as required.
5	To operate the telephone system within the school.
6	Support the administration of departments and the Senior Leadership Team with good general word processing skills and general secretarial help.
7	Enter data and monitor daily attendance.
8	Co-ordinate information for pupil transfer, respond to enquiries, both verbal and written.
9	Print off class registers when required, e.g. for supply teachers without a school laptop or for a computer systems failure.
10	Support and aid the opening and distribution of formal, and informal communications in the school, both paper and electronic, internal and external.
11	To receive and forward all communications.
12	Assist in the general maintenance of records and data.
13	Maintain the School website and update social media platforms with communications as appropriate
14	Provide efficient administration and management of the wide range of data as supplied to and used by the School.
15	Monitor day to day input into school information system and prepare reports where required including for external agencies.
16	Work with others in updating and producing all forms of School information.
17	To assist with hospitality arrangements for all functions within the School. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.
18	To support with order requisitions and good receiving.
19	To prepare reports for the Senior Management Team / School Census.
20	Use of software packages used within the School.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	