



## **JOB DESCRIPTION**

### **SCHOOL ADMINISTRATOR**

Post title: School Administrator

Grade: Scale 4 to 5 (point 20-24)

Responsible to: Head Teacher

#### **Overall purpose of the role:**

To support Bourn Primary in achieving its aims and objectives by providing an effective secretarial and administrative service.

#### **Main duties**

- to provide a full range of confidential secretarial services to the Head Teacher, including word processing, drafting letters, diary management and file management
- To make appropriate arrangements for meetings and producing reports required for distribution to parents or the Full Governing Body
- To be the first point of contact for visitors to the school or Head Teacher and ascertain the nature and substance of their visits/enquiries and decide on the appropriate course of action
- To handle all incoming mail, telephone calls and emails and determine which requires the personal attention of the Head Teacher
- To undertake administrative SIMS procedures
- To liaise with parents, prospective new parents (regarding availability of school places and school tours), the Senior Management Team, Governors and external agencies
- To maintain the child protection Single Central Record and the pupil premium register
- Assisting with the procedures for the recruitment of new staff including; compiling adverts, arranging visits to the school, producing application packs, liaising with the interview panel and completing the on-line DBS checks
- To coordinate parents' consultations
- To be responsible for the submission of data for the quarterly pupil census, the annual workforce census and the end of year Foundation, Key Stage 1 and Key Stage 2 results
- To arrange distribution of communications to parents, including the pupils' annual reports
- To be responsible for fulfilling the administrative procedures for the height and weight checks, the NHS immunisation programme and the vision screening programme
- Act as Clerk to the Governors, if required, to ensure timely and effective administrative support to the Governing Body by attending and minuting all Full Governing Body meetings

Personal Specification

Criteria	Attributes	Essential (E) or Desirable (D)
Education/Qualifications	Secondary education to equivalent of 3 'A' level passes to standard 'C' grade or above RSA 2/3 keyboard skills	E  E
Experience/knowledge	Proven experience of providing a full range of secretarial services  Experience of working in a Primary School  To have a working knowledge of SIMS  Experience of organising meetings  Clerking experience	E  D  D  E  D
Skills and abilities	Fully competent in operating all facets of word processing software with fast and accurate keyboard skills	E
Personal qualities/aptitude	Excellent interpersonal skills  Discretion, tact, diplomacy and flexibility  Able to exercise confidentiality  Efficient and methodical approach to workload  Calm & professional under pressure  Flexible problem solving approach  Ability to prioritise tasks, make decisions and work on own initiative  Professional and confident telephone manner	E  E  E  E  E  E  E