



Stedham Primary School

Administrator job description

Purpose of role

Responsible for effective and efficient clerical and welfare support to school

Reports to: Headteacher/School Business Manager

Responsibilities

Key Duties:

1. To ensure the welfare of pupils including:

- Administration of first-aid and medicine (following training) and following the school's policies
- Check and maintain all first aid kits around the school and order first aid supplies as necessary
- Liaise with parents and staff regarding pupils' sickness/injury
- Support general welfare of pupils
- Complete health and safety documentation if pupil/staff attend hospital as a result of injury
- Assist with visits by school nursing team
- Update medical records and monitor expiry of staff's first-aid qualifications

2. Reception duties including:

- Be the point of contact for the school, responding to telephone and face-to-face enquiries, taking messages if needed
- Ensure school security is complied with, including signing in and issuing of visitors' badges
- Accept, sign for and check deliveries
- Provide hospitality for visitors to school

3. Clerical responsibilities including:

- Be responsible for manual and computerised (Bromcom) pupil data records
- Setting up and use of school text and emailing system to liaise with staff, parents and friends of school
- Checking and distribution of school's newsletter
- Preparation of packs and admission forms for new parents
- Provide general clerical support, including filing and photocopying
- Oversee maintenance of school photocopier, in liaison with the School Business Manager, along with other office equipment
- Be responsible for maintaining the school's website content, including diary dates and home page messages, ensuring accuracy to keep the site up to date and interesting to parents, prospective parents and other users
- Draft correspondence, policies and other documentation as specified
- Update documents as needed, including staff handbook

- Take minutes for meetings, as needed
- Liaise, support and arrange school trips
- Liaise with schools regarding transition of pupils
- Apply to Disclosure Barring Service for school and update Single Central Record, as required

4. Financial responsibilities include:

- Be responsible for completion of catering returns for school meals, milk and fruit
- Support applications for free school meals, maintaining confidentiality, and update lists of pupils eligible for pupil premium funding
- Collect, record receipt of monies for trips, events, etc
- Prepare orders for equipment and products for school
- Be responsible for updating school inventory

5. General responsibilities include:

- Arrange supply teaching cover as appropriate
- Book and record training/courses for staff and governors, in liaison with the Headteacher/School Business Manager
- Carry out any other tasks as directed by the Headteacher/School Business Manager, which are commensurate with the post holder's main responsibilities
- Comply with duties in accordance with schools' policies
- Participate in performance and development
- Maintain confidentiality at all times

Indicative knowledge, skills and experience

- Significant experience in administrative/finance roles
- Familiarity with West Sussex systems an advantage