



PROPRIETOR: LOUISE GEAR

# Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

## Job Description: School Administrator

### **Job Purpose:**

The School administrator will support the efficient and effective running of school administration tasks.

### **Reporting to:**

Office Manager

### **Duties:**

#### **Main Duties:**

- The post-holder will support all aspects of school administration as part of the school office team.

#### **Administrative and Clerical**

- To provide administrative support for the staff of the school including teaching, site and kitchen staff
- To manage the school mail including electronic mailboxes.
- To support effective communications with parents including by email and phone.
- To produce reports as required for the Headteacher, Proprietor and Inspectors
- To arrange supply staff when required.
- To maintain up to date staff lists.
- To manage the process for applying for staff training courses and to maintain an accurate record of staff training.
- To administer the school clubs, including Late Stay, including the sign-up process and liaison with external providers
- To liaise with representatives from the Friends of Widford Lodge (FOWL) to support the smooth arrangement and running of FOWL events
- To support the running of charity events by the school, including liaison with charities
- To arrange transport to school educational and sporting events
- To order consumable supplies and maintain effective stock control for the office.
- To report faults and malfunctions of office equipment

### **Admissions**

- To support the admissions process including contact with prospective parents, management of admission and waiting lists and admissions administration
- To manage the preparation of induction packs for new starters.
- To arrange tours of and visits to the school by parents and prospective pupils

### **School Finances (Computerised and Manual)**

- To update the school's payment system to incorporate new trips, events, clubs and other items
- To arrange communication with parents and the collection of payments for school trips using SIMS Pay

### **Data Management**

- To update and maintain all records within the school database system and provide reports; to carry out end of the year arrangements.
- To update and maintain computerised pupil records, including attendance, contact details, medical information, behaviour and achievement.
- To support the maintenance of the admissions register and processes for admission to and leavers from the school.
- To provide child protection and pupil records when requested.
- To complete statutory forms/returns for DfE, LEA and ISC.
- To undertake effective maintenance of all pupil records including archiving when necessary.
- To ensure that the school complies with the Data Protection and Freedom of Information Acts

### **Marketing**

- To manage the preparation and marketing of the school's Open Day
- To have responsibility for the preparation, updating and production of the school prospectus
- To produce and distribute the fortnightly school newsletter
- To have responsibility for updating the school website
- To have responsibility for the regular marketing of the school and school events, including through social media, press and advertising

### **Telephone and Reception:**

- To provide first point of contact service for visitors, staff, parents and pupils in person and by phone

**First Aid**

- To administer first aid and medicine for pupils according to the relevant school policy
- To maintain accurate and comprehensive records

**HR**

- To support recruitment processes
- To arrange staff training courses, monitor the expiry of training and ensure training is renewed
- To support the management of the school's Single Central Register

**Support for the school**

- To contribute to the maintenance of pupils' safety and security;
- To review and develop their own professional practice;
- To recognise confidentiality, child protection procedures, Health & Safety, and adhere to the policies of the School;
- To keep accident, incident records;
- To attend staff meetings;
- Any other duties appropriate to the post as directed by the school proprietor, Headteacher and line manager.