



PROPRIETOR: LOUISE GEAR

# Widford Lodge

HEAD TEACHER: MISS M. COLE

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

## Job Description: School Administrator (Part time)

### **Job Purpose:**

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

### **Reporting to:**

Headteacher

### **Hours:**

Monday & Tuesday (fixed) 09:30-14:30 (flexible)

### **Duties:**

#### **Main Duties:**

- The post-holder will support all aspects of school administration.

#### **Administrative and Clerical**

- To provide administrative support for the Headteacher and Proprietor.
- To support the administrative requirements of teaching staff when necessary.
- To deal with the school mail including electronic mailboxes.
- To produce reports as required for the Headteacher and Proprietor
- To order consumable supplies and maintain effective stock control.
- To report faults and malfunctions of office equipment
- To support the preparation of Induction packs for new starters.
- To maintain up to date staff lists.
- To provide support for the administration of school clubs.
- To support the process for communicating with parents including by email.

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

- To support the process for arranging the administration of communication with parents and the collection of payments for school trips.

#### **Data Management**

- To become familiar with all systems within the relevant school database; to process data and extract information including class, house and other pupil lists.

- To update and maintain all records within the school database system and provide reports;
- To support the process for the intake of new pupils, including the management of prospective pupils, waiting lists and parent visits.
- To update and maintain computerised pupil records, including attendance, contact details and medical information.
- To maintain the admissions register and processes for admission to and leavers from the school.
- To provide child protection and pupil records when requested.
- 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

#### **Telephone and Reception:**

- To provide first point of contact service for visitors, staff and pupils.
- To perform telephone and reception duties
- To arrange for the collection of sick or injured pupils.

#### **First Aid**

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

#### **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.