

Job Description

Job Title	School Communications Administrator
Grade	2020 Scale 4 Point 7 Range 7-8
Reports to	Headteacher
Liaison with	Headteacher, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors
Purpose of Job	<ul style="list-style-type: none">• To be responsible for communication across the whole school community• To communicate with external services and agencies in support of the school.• To be responsible for delivering administrative function, ensuring the provision of an effective and efficient service.

Duties

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate reflecting the welcoming ethos of the school.
- To ensure school security and safeguarding arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate

Clerical

- To act as confidential secretary to the Headteacher
- To undertake administrative and typing duties as may be required in the main office and for the Headteacher and to support wider school effectiveness
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits in liaison with the teaching staff

Communication

- To update, administer and monitor the school website
- To maintain the school diary
- To produce letters for all stakeholders to assist in the communication across the school community
- To support the Headteacher by sorting incoming post and emails that are of importance and acting appropriately
- To be responsible for the office email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. Use attachments and scanned documents appropriately.

Financial

- To be responsible for ensuring that all pupil and payment records are securely stored and that access is restricted to authorised personnel
- To be responsible for the monitoring of our online payment facility and completion of all catering returns for school meals and free school meals and liaison with parents.
- To complete the school census each term in accordance with regulations – ensuring funding opportunities are identified correctly.

Admissions and Pupil Records

- To ensure that all files and records of pupils are correct and up-to-date
- To ensure that SIMS pupil records are kept up to date, new pupils added to system and leavers removed at the appropriate time.
- To liaise with Planning and admissions department to identify places in school.
- To manage the admission process in liaison with the headteacher, ensuring all new pupils are admitted correctly according to the admission criteria.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- Manage the pupil daily registration process. Check online registers and follow up absences. Liaise with Headteacher regarding termly reports & letters to parents.
- To devise and establish an effective system for early identification and tracking of attendance issues
- To manage Year 6 leavers, liaise with secondary school and ensure all pupil records and CTF files are forwarded appropriately.

Safeguarding and Welfare

- To be responsible for the Single Central Record
- To be responsible for the DBS procedure with regard to voluntary helpers in school – complete online applications and verification as necessary.
- Ensure all volunteers including Governors have suitable DBS clearance
- To be responsible for carrying out safe recruitment checks with support from Headteacher as part of recruitment and safeguarding duties
- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary
- To liaise with parents regarding pupils sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils

General

- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
School Communications Administrator

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others