



## **Job description for School Communications Administrator**

Pay scale	Scale 4 Points 7-8
Reports to	Office Manager, Headteacher.
Liaison with	Headteacher, Deputy Headteacher, staff, parents and other agencies as required.
Purpose of the job	<p>To provide effective and efficient admissions, clerical and welfare support to the school.</p> <p>To support the Office manager and Senior Management Team.</p> <p>To be responsible for communication across the whole school community.</p>
Duties	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• To collate and monitor applications for admissions to include the September intake of pupils and mid-year applications</li> <li>• To arrange tours for prospective parents, preparing and sending packs to new reception intake and liaising with parents regarding start dates</li> <li>• To enter new pupil data on MIS</li> <li>• To maintain and monitor pupil database, updating as and when necessary</li> <li>• Manage the pupil daily registration process.</li> <li>• To liaise with other schools regarding starters and leavers</li> <li>• To ensure appropriate steps are followed for leavers both mid-year and in year 6, delivering and/or sending files securely to other schools</li> <li>• To prepare paperwork for admission appeals</li> <li>• To support EYFS leader with home visit coordination and transition arrangements.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• To be responsible for regular monitoring and tracking of attendance</li> <li>• To highlight and share patterns and concerns with Headteacher and Senior Management Team.</li> <li>• To prepare and send attendance letters and liaise with the local authority</li> <li>• To prepare attendance reports for governors' meetings.</li> <li>• To attend attendance meetings with other Wickford Schools.</li> </ul> <p><b>Front desk support</b></p> <ul style="list-style-type: none"> <li>• To be the first point of contact for both telephone and face to face enquiries when required, taking and resolving messages where appropriate.</li> <li>• To ensure school security arrangements are always complied with, including the issue of visitor badges and ensuring visitors sign in</li> <li>• To accept and sign for deliveries as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide hospitality for visitors to the school</li> <li>• When required, to manage incoming emails to the school, ensuring that replies are issued promptly, forwarding as necessary and coordinating responses</li> </ul> <p><b>Welfare and attendance</b></p> <ul style="list-style-type: none"> <li>• To administer first aid to pupils as required, in keeping with the school's policy.</li> <li>• and request the ordering of first aid supplies as necessary</li> <li>• To liaise with parents regarding pupil sickness/injury and attendance when required to administer medication to pupils in line with agreed policies and procedures and to ensure good record-keeping.</li> </ul>
	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• To undertake filing, photocopying, general administration and any reprographic support required</li> <li>• To assist with the monitoring and maintenance of stock and order supplies as necessary</li> <li>• To support the Headteacher in writing and publishing the school weekly newsletter.</li> <li>• To support with the maintaining and updating of the school website.</li> <li>• 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.</li> <li>• To monitor the school text system and respond prom</li> </ul>
	<p><b>Data</b></p> <ul style="list-style-type: none"> <li>• To be responsible for preparing all data for submission of the school's census return (pupils and workforce), ensuring it meets current requirements, is up to date and accurate, investigating and rectifying any highlighted errors or warnings.</li> </ul>
	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities in accordance with the role, for health and safety in the workplace</li> <li>• 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</li> <li>• 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.</li> </ul>