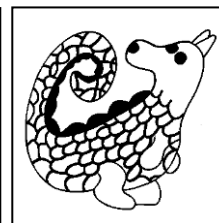


Job Description

St George's School



www.stgeorgesschool.org

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Name of Colleague	Your name could be here!
Title of Post	Administrator
Grade	NJC04 to NJC05 (Essex Scale 3 Points 5 and 6) Approx. £12.18 per hour
Reporting to	Business Manager and Business Support Admin
Purpose of Role	Provide and maintain efficient and effective clerical and welfare support to the school, including serving the needs of pupils, colleagues, visitors and enquirers, maintaining and providing information, managing resourcing, and supporting effective attendance and data processes.

Duties: Assisting with the following administrative tasks

Welfare

- To administer first aid to pupils as required, in keeping with school policy
- Ordering of first aid supplies, maintenance of medication, and stocking of first aid points
- To liaise with parents regarding pupil ill health and injury
- To assist with administration regarding visits from health visitors etc
- To assist with the general welfare of pupils
- To record illness and injury, issuing notification slips and stickers etc
- Oversee administration of medication (inc diabetes management), including the support of specifically vulnerable children (e.g. on school visits)

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate, ensuring polite and welcoming point of contact, exuding the positive culture of the school.

- Divert telephone calls to appropriate extension with agreement of the person being called.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in and out of visitors and children
- To accept and sign for deliveries as appropriate, checking items against delivery notes
- To provide hospitality for visitors to the school

Clerical

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of reprographic equipment
- To be responsible for the completion of returns to the DfE, Local Authority, and other formal partnerships as required
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post.
- To provide general clerical support as required
- To support the preparation and maintenance of the manual and computerised pupil data records
- Support the systems in place for extended services and pupil clubs inc. after school clubs, music lessons etc
- Support the maintenance of accurate and up to date registers inc allergies, health, photographic and local visit permissions etc
- To assist with the administration of school visits in liaison with the teaching staff
- Assist with lost property
- Support process of annual reports, consultation meetings, and school events
- Maintain a tidy, organised, safe and data secure administration environment

Finance

- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To assist in the preparation of monies for banking
- To assist with the monitoring and maintenance of first aid and welfare stock and order supplies as necessary
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies
- To assist in the maintenance of electronic and paper recording and reporting records relevant to the above roles

Attendance

- To manage the day to day attendance registers
- Ensure paper and electronic attendance records are accurate and up to date
- To follow up on the absence of pupils to ensure they are adequately safeguarded and that the reason for any absence is known
- To report any significant absence concerns to a Designated Safeguarding Lead.
- To work in partnership with the school's attendance agency, and with the local authority, to address effectively any low attendance

- Engage in the processes for formal intervention to raise attendance levels, e.g. the issuing of penalty notices
- Assist the Headteacher in providing accurate reports to the Governing Body, and other relevant stakeholders
- To efficiently process any requests for authorised absence, engaging the Headteacher where required
- To support strategies that aim to raise the level of attendance across the school
- Update pupil records to ensure specific issues (e.g. child protection plans) are recorded.
- Manage data across formats e.g. ensure that accurate attendance information is recorded in Target Tracker
- To be responsible for the preparation and maintenance of attendance data

General

- To maintain personal conduct in line with that required in the code of conduct, team handbook, and 'Elite Team' principles.
- Actively share the Governing Body commitment to safeguarding, and the promotion of the welfare of children and young people (expected of all staff and volunteers), and application of Keeping Children Safe in Education.
- 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
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace and effective data protection
- Ensure that all duties and services provided are in accordance with the school's equal opportunity policies and expectations
- The duties above are neither exclusive nor 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