

Role Profile: Little Downsend Administrator

Purpose

As the School Administrator this role is primarily responsible for supporting the Head of School and Little Downsend Head Teacher in the day to day running of the School. The role is also responsible for the smooth running of the school office and providing high quality administrative and secretarial support for the School. The role has a focus on ensuring operational processes and efficiency as this is a key area to support the school.

As well as running of the school office, a vital part of this role is ensuring the reception area is well managed and school visitors are professionally received and managed through the day. This role will also need to ensure compliance with the staff, parents and third parties who come into the school and this will require visibility across different functions.

This role reports directly to the Head Teacher and will require cross working with the other 3 schools in the Downsend Group.

Key Accountabilities

Provide support to the Head of School and Head Teacher within all aspects in an administrative capacity. Provide effective and efficient administrative support for the smooth running of the school, including secretarial support to the Head of School and Head Teacher.

Administration Duties

- To provide high quality administrative and secretarial support relating to all aspects of the Head Teacher's work
- To deal with correspondence from parents, staff, pupils and others as directed by the Head and to treat such matters with confidentiality and sensitivity
- Answer both internal and external telephone calls and emails and deal with the queries
- To oversee all aspects of pupil attendance
- Maintain class lists and deal with all aspects of session increases on a termly basis
- Setting up and maintaining pupil files and archiving leavers appropriately, considering data protection issues
- To liaise with external club providers and produce club lists on a termly basis
- To prepare termly calendars
- To liaise with catering staff to prepare termly menus
- Support the collation of and then distributing the weekly newsletter
- To communicate with parents using Cognita Connect
- To use and maintain the pupil database
- To book courses as required by staff
- School Photographs – book, organise and liaise with photographers as necessary
- Receive visitors to the school; provide refreshments for Head Teacher and guests
- Attend meetings and training courses as required
- To undertake additional duties as required

HR

- Working as designated local HR Administrator with new HRMIS (My Cognita)
- Maintaining staff files appropriately and confidentially and archiving appropriately with data protection to be considered
- Maintaining the SCR (Single Central Register)
- Ensuring remediation of staff files in line with Cognita policy

Finance

- Responsible for overseeing the online purchase order process including raising purchase orders, ordering stock, processing invoices, reporting to the Business Manager on a monthly basis.
- Ordering, distribution and reconciliation of stock orders
- Responsible for collection of monies raised, banking and dealing with donations
- Collation of monthly payroll documents such as overtime, return to work and expenses sheets for submission to the Head Teacher
- To process petty cash claims and complete monthly reconciliations for Head Office
- To complete all aspects of billing working to end of term deadlines
- To book venues and coaches and produce costings for trips
- Responsible for using the Surrey County Council Portal for Free Early Entitlement funding and maintain records within school for audit purposes

IT

- Responsible for setting up and monitoring the online Parents' Evening Booking System
- Ongoing training and development of Cognita systems and databases

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications		
Skills	<ul style="list-style-type: none"> • Highly motivated, capable of working on own initiative • Excellent communication and interpersonal skills • Adaptable - Prepared to take on new tasks • The capacity to remain calm under pressure. • Well organised with effective time management • Discretion and confidentiality • Flexible team member 	
Experience	<ul style="list-style-type: none"> • Ability to use Word, Excel, Outlook and Publisher 	<ul style="list-style-type: none"> • Experience in a school would be preferable

Key Stakeholders:

Internal – Work colleagues and School Support Centre

External – Parents and suppliers

Signed: Name (print):

Date: