Job Description
School Administrator (Level 4)

Job title:	School Administrator (Level 4)	**Ealing GLPC Grade:**	Scale 8-10
School:	Vicar's Green Primary School		
Line manager:	Senior Leadership Team		
Supervisory responsibility:	Supervise training and develop other school administrative and clerical staff as necessary		
Hours:	Flexible		

Main purposes of the job

- Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school.
- Assist with the planning and development of school support services.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks

Organisation

- To deal with more complex reception/visitor etc matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Implement daily, termly attendance procedures inc. clubs
- To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
- To supervise pupils during breaktimes, lunchtimes and trips

Administration

- Manage manual and computerised record/information systems.
- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, and respond to routine correspondence.
- Undertake typing, word processing and other ICT based tasks inc. taking notes
- Provide administrative and organisational support to other staff and the governing body.
- Maintain and collate pupil records inc. returns to outside agencies

Resources

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources as required.
- Maintain stocks and supplies, cataloguing, distributing and undertaking audits as required.
- Manage uniform/snack/ others shops within the school.
- Provide advice and guidance to staff pupils and others.
- Undertake general financial administration e.g. processing orders.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.

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Responsibilities

- Comply with and assist in the development of polices and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

Signatures – line manager and job holder

Signature of Manager: ..... **Date:** ..../..../....

Signature of post holder: ..... **Date:** ..../..../....