



JOB DESCRIPTION

Role:	School Administrator
Grade/Rate of Pay:	2
Hours:	22.75hr per week
Responsible to:	Headteacher
Direct Supervisory Responsibility:	School secretary

Main Purpose of the Role:

The School Administrator is responsible for managing the operational business functions of our school in line with Trust policies.

Manage the administration team, including covering the role of school secretary as required.

Work in conjunction with the MAT compliance manager to ensure adherence to Health and Safety policy including compliance and security of the school site

Duties and Responsibilities:

- Be responsible for line-managing the school secretary including appraisal and professional development.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Ensure that the school website is fully compliant and up to date
- Coordinate communications with current and prospective parents including proofreading letters to parents, proactive management of the school diary and events

Finance

- Comply with Crofty Finance team financial reporting requirements
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are coded correctly and sent to the MAT office weekly, money owed is collected, and clear records are kept
- Work proactively with Crofty shared services team to develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the school office , delegating tasks to office staff where appropriate

Human Resources/ Safeguarding

- Manage the school's EP1's and variations and send all copies to the Crofty MAT office
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Complete all pre-employment checks and alert the headteacher to any significant information
- Maintain an up to date single central record and ensure it complies with all relevant legislation
- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Actively seek advice on HR issues, liaising with the HR Coordinator

Health and Safety/ Site management

Work with the MAT compliance manager to ensure the following tasks are completed.

- Ensure training related to premises and H&S is completed for all those who need it.
- Ensure that the Health and safety policy is up to date and implemented consistently across the school.
- Promote the safe use of equipment and materials.
- Ensure that premises checks are carried out for compliance.
- Ensure that necessary risk assessments are completed by the appropriate staff.
- Check the legal compliance of external contractors working on our site.
- Ensure the school minibuses are road worthy, appropriately insured and well maintained for transporting children to and from events.
- Ensure that a sufficient number of staff are suitably trained to drive the school minibus.
- Ensure the school meets all Health and Safety audit requirements.
- Complete fire drill, lockdown and evacuation (including bomb threats) in line with school strategies.
- Support the investigation of health and safety incidents or breaches.
- Be responsible for the letting of the school premises to outside organisations and for the development of all school facilities for out-of-school use if required.
- Organise site surveys if required.
- Establish and maintain constructive relationships and communications with contractors and other agencies/professionals.
- Oversee the work of the site management; caretaking and cleaning.
- Ensure the maintenance of the buildings, facilities, grounds, fabric and furnishings of the school.
- Organise the service contracts, repairs and maintenance for the school.
- Monitor performance of service contractors.
- Identify defects and record repair and maintenance requirements.
- Management of school energy systems.
- To act as joint key holder for the site, ensuring security at all times including the operation of alarms and be available for call-out on a rota basis.

Administration

- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the asset register
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Taking responsibility for monitoring data protection compliance
- Work with IT Strategy Manager to identify and report data breaches to the data protection officer and ICO.
- Provide administrative support for the Headteacher and governing body

General:

- To participate in the performance and development review process, taking personal responsibility for identification or learning, development and training opportunities in discussion with Headteacher
- Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- 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 Crofty Board 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 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

Person Specification

	Essential	Desirable	Recruiting method
Education and Training	5 GCSEs grade 4-9 (or equivalent), including English and maths	Recognised management/business degree or equivalent related qualification	Application
Skills and Experience	Experience in an administration role within a similar setting Experience in health and safety, human resources and compliance	Experience in a school admin role. Experience of working with financial reporting systems.	Application/Interview/Assessment
Specialist Knowledge and Skills	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of strategies and operations of business functions within a similar setting	Application/Interview/Assessment