

Job Title	Administrator		
Location	Stoke Hill Federation		
Reporting to	Federation Business Manager		
Post Number	G.0386	Grade	C/D
Effective date of JD	01-04-2020	JE Job Number	386

Job Purpose

To provide financial, administrative and organisational support to both schools in the Stoke Hill Federation.

The role and work of the Administrative Officer involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

Stoke Hill Federation is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and wellbeing of children.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and Responsibilities

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

Admin

- Responsible for general clerical and administrative tasks, including school reception, reprographics, records and photocopying, collating of reports and documents.
- Maintain records regarding to specific needs and to distribute in line with the school process.
- To maintain accurately the MIS and other record systems to support the Federation Business Manager in meeting the needs of the school, authority and DfES.
- Generate standard reports from MIS
- Maintain pupil attendance records
- To write and design general school materials as directed
- Maintain email and sibling distribution lists.

Safeguarding

- To assist the Senior Administrator in collating required information from contractors and visitors for our single central record
- To ensure safeguarding procedures are followed for all visitors to the school

Financial

- Ensure best value is sought for purchase orders, quotes attached for orders over £1000 and that all orders are signed by the appropriate person.
- To assist in the preparation of school accounts for audit inspection ensuring compliance with FMS procedures
- To oversee the booking and financial arrangements for school visits to include costings for all trips, maintaining records of parental contributions and permission forms for educational visits.
- To update and manage the school's equipment register
- To promote and manage lettings in the schools, including invoicing hirers of premises

Personnel

- Ensure new staff have an induction befitting their role and experience.
- To maintain staff records on MIS system as appropriate
- To check and authorise staff claims
- To record staff absence following procedures outlined in the Managing Staff Absence Policy

Admissions and Attendance

- Maintain Pupil Records and the official register
- Assist with admissions, administration and induction of new parents and pupils.
- Use CPOMS to accurately add any attendance concerns
- To assist with the completion of exclusion documentation

Health & Safety

- Senior First aider
- Ensure all accidents are recorded and the OSHENS online system is used when appropriate
- Organise First aid training for all staff ensuring that certificates have not expired
- Responsible for ensuring that first aid supplies are stocked and in date

GDPR

- Ensure compliance with GDPR.
- Complete and maintain all Data protection Impact Assessments for new school software
- Maintain and update registers for GDPR

Support the School

- Be welcoming to parents, children and visitors
- Being aware of and complying with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the schools
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and using these to advise and support others
- Respecting confidentiality
- Promoting the school at all times

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.