

Job title: Administrator

Purpose of the Role:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Responsibilities:

- Contribute to the delivery of an effective high-quality service across the range of payroll and human resources, liaising with staff, parents, the local community and other agencies on behalf of the Headteacher
- Provide administrative and organisational services to the school, and provide the Headteacher with highly effective support in managing and leading the school ensuring that the school is presented in the best possible light at all times
- Liaise with pupils, parents and carers via written communication, face to face and electronic communications
- Liaise with other staff and external agencies
- Carry out administration of complex procedures, including the completion and submission of forms and returns to the DfE and other external agencies
- Analyse and evaluate data and information and run reports (including SIMS database and FSM monitoring)
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Update school website
- Attend meetings and take notes
- Process forms, returns, etc., including those to outside agencies, to include arranging authorisation for payment
- Contribute to the planning and development of administrative procedures and systems
- Assist with producing marketing and promotion material for the school including social media and school website and taking on marketing and PR projects.
- With the assistance of SLT, handle lettings and the use of premises for the use of outside organisations and local community, ensuring that all documentation on lettings is kept up to date, including up to date insurance and phone numbers
- Undertake cash handling, i.e. dinner money and school trips

- Prepare and compile reports for the Financial Services Officer
- Assisting the school in relation to safeguarding duties - to include DBS checks, SCR management and annual safeguarding audit
- Preparing documents in relation to recruitment and appointment processes, personnel file management, monthly time sheets and school workforce census, Nominal Roll management, staff contract management and absence management
- Assisting with procurement by managing contracts and suppliers and maintaining contracts register
- Managing administration relating to catering onsite: including daily lunch registers, milk ordering, catering returns and financial Pupil Premium monitoring & evaluation and Lunches including UIFSM, and Early Years Portal data entry
- The administrator is expected to adapt accordingly to changes within the job role, for example following revision of procedures, legislation, school policies or staffing

Knowledge	Competencies
Good knowledge of ICT systems (Word, Powerpoint, Excel. SIMS) NVQ level 2 (or equivalent)	Planning and Organising
Level 1 Safeguarding	Communication (written and verbal)
Understanding of the School's ethos and values	Listening
	Detail Handling
	Team working
	Problem solving

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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.