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**Job Description – School Administrator and Clerk to the Bursar**

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**Post:** School Administrator

**Hours:** Monday: 8.30am – 5.00pm (8 hours)

Wednesday: 8.30am – 5.00pm (8 hours)

 Friday: 8.30am – 5.00pm (8 hours)

 Total: 60%, 24hrs per week (over 3 days), term time + 3 weeks

**Salary:** Grade 11-21 £18,038 - £22,644 pro rata, dependent on experience

**Reviewed:** January 2018

**Relationships:** The school administrator is responsible to the Head and Bursar. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them with the aim of improving the quality of teaching and learning in the school.

**Administration**

* Manage day to day correspondence and all issues associated with Front of House
* Answer the telephone and front door
* Prepare the newsletters under the direction of the Head
* Take minutes of staff meetings
* Ensure the School has an effective filing system consistent with good business practice and promote efficiency in the system wherever possible
* Manage all school transport issues and assist with booking educational visits
* Open general post. Items marked for the attention of the Head or Bursar should be passed on
* Order stationery and assist with curriculum orders under the budgetary advisement of the Bursar
* Answer e-mails and letters as required
* Maintain contact and communications with parents, ensuring that e-mail contacts are kept up to date
* Manage stock and orders of stationary and school uniform (hats and book bags)
* Administer the school diary and ensure the staff portal diary is up-to-date
* Prepare school care sheets ready for billing and prepare pupils fess and extras bills on i-schools.
* Manage school photographs
* Correspond with Shire Hall regarding Year 6 transfers and any other similar issues
* Maintain all school lists: class, parents, emergency numbers, medical information etc.
* Assist in coordinating school fundraising events, including book fairs
* Manage the school’s hot lunch service under the direction of the Bursar
* Collect consent forms on behalf of teachers in the office
* Ensure the website’s calendar and events list is up to date (direct the Bursar if it requires updating)
* Ensure that parents and staff can access school policies as appropriate
* Maintain the staff portal and e-mail system with the support of the IT manager
* Effectively maintain and keep up to date staff CPD training records and book staff training
* Format time time tables, staff lesson plans and annual school reports.
* Support the bursar with the administration of staff recruitment checks

**Registrar**

* Ensure that prospective parents’ details are entered into the i-Schools database (training provided if necessary).
* Communicate with prospective parents to ensure a smooth transition into the school, including the maintenance of the Information for Parents Pack and all forms.
* Manage admissions and departures administration from the school including the admissions register in conjunction with the marketing executive.
* Forward all relevant leavers’ information through to next school.
* Request all relevant new pupils’ information from their last school.

**Clerk to the Governors**

* Support the bursar with planning and organising Governors’ meetings, including preparing papers and agendas as required
* Manage the Governor Portal and ensure Governors are kept informed about school matters
* Take minutes of Governors’ meetings
* Ensure all policies are up to date and approved by the Governors as appropriate
* Ensure parents are appropriately informed of governors’ business and decisions as they affect the running of the school.

**Health and Safety**

* Undertake the role of health and safety officer for the school, including all fire drills.
* Ensure weekly fire alarm check is carried out and well documented.
* Ensure all relevant risk assessments are up-to-date, accident forms are kept well documented and first aid supplies maintained appropriately.
* Ensure all staff are trained to meet the needs of the school, this includes relevant fire training.

**General Management**

* Manage the school’s lunchtime supervisors, ASC and premises staff.
* Under the direction of the bursar manage the day-today maintenance work in conjunction with the school’s caretaker or any other contractors as required.
* Arrange school events such as Prize Giving, Christmas Concert.

**Health and Safety**

Under the Health and Safety at Work Act 1974 and subsequent legislation the school is obliged to provide The Employee with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. The Employee is required, by health and safety legislation, to take reasonable care for his/her own health and safety and the health and safety of others.

The employee will:

* Operate safely within the workplace and maintain a high standard of practice
* Carry out risk assessments, as required
* Follow the school’s health and safety policy and ask for advice from the Head or Bursar where unsure

**Staff Handbook and Policies**

A copy of the staff handbook is available from the staff portal. Members of staff are required to read the staff handbook and be familiar with the policies and procedures contained in it. You must communicate with the Head or Bursar if you are uncertain about any of the school’s policies or procedures.

This job description does not define in detail all duties/responsibilities of the post. It will be reviewed regularly and may be subject to modification after consultation and with the agreement of the postholder.

The School Secretary will work alongside the senior management of the school and will, from time to time, be exposed to confidential and/or sensitive information. The postholder must ensure he/she maintains a professional persona and respects the privacy and confidentiality of the School.

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| Signature of post holder: |  | Date: |   / / |
| Signature of bursar: |  | Date: |   / / |