



<b>Location:</b>	Twickenham
<b>Post title:</b>	Administrator
<b>Contract:</b>	Full time and permanent
<b>Grade:</b>	Scale 5
<b>Hours of duty:</b>	36 hours per week; 39 weeks per year
<b>Reports to:</b>	School Business Manager

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### **Purpose and objectives of the role**

- First point of contact for school visitors, callers and emails received to the main school email address
- To provide a comprehensive administration and office management service
- Responsible for the provision of a comprehensive pupil administration service
- Responsible for the provision of a comprehensive HR administration service
- To support the efficient running of the school by working collaboratively with the SLT, admin teams and teaching staff
- Manage time demands and complete work to deadlines in a busy environment

### **Responsibilities**

#### **Reception**

- Act of the first point of contact to the school providing a professional and welcoming reception service to all parents, visitors and callers to the school.
- Maintain a detailed knowledge of school matters to be able to provide school information without regular reference to senior staff.
- Follow safeguarding procedures and be responsible for the security of the school entrance and visitor systems & procedures.
- Arrange for photographs to be take of new staff, programme and issue access cards and order staff ID cards in line with the school policy
- Maintain the school diary



### **General Administration**

- Provide administrative support to SLT and teachers.
- Carry out office management duties - including maintaining stocks of stationery, being responsible for photocopiers and office equipment.

### **Pupil administration**

- Maintain pupil data on Arbor and pupil files
- Notify external agencies of pupil changes
- Maintain pupil records on Tucasi and Parentmail
- School admissions - act as first point of contact and provide administrative support throughout the admissions process
- Leavers - arrange for transfer of pupil files
- Attendance - maintain pupil attendance records, meet with the Headteacher and EWO highlighting concerns and attend borough Attendance officer meetings.
- Annual review and Education and Healthcare Plan (EHCP) administration
- Exclusions - provide administrative support and be responsible for circulating information to relevant personnel and creating exclusion reports.
- School Census - prepare and submit the termly pupil census
- Parent communications - responsible for ensuring parents are notified of Term & Holiday Dates, school events and other items as required.
- Pupil data - maintain pupil assessment date and provide reports for SLT
- Headteacher's termly report - set up the termly report template and populate data from Arbor.
- Policies - monitor policies and provide administrative support to update these.
- Free school meals administration working with the Family Partnership Worker and AfC as required

### **HR administration**

- Maintain staff data on Arbor and maintain staff files
- Archive and shred staff and governor documents in line with Retention of Documents
- Responsible for preparation of School workforce census (SWF)



- Maintain single central record
- Responsible for completion of staff DBS checks, notifying the safeguarding lead of any matters arising. Monitor for renewals in
- Recruitment - administer the recruitment process in line with Trust policy and work with the Trust HR manager to ensure compliance with policy
- Starters administration including offer letters, documentation and notifying payroll
- Induction and probation - ensure that the Trust procedure is completed by relevant staff and ensure documentation is returned and filed.
- Leavers - ensure reference requests are completed by relevant personnel, notify payroll and arrange exit interviews
- Staff absence - maintain staff absence records and work with line managers to ensure the trust Health & Attendance Policy is implemented.
- Administer the staff absence insurance scheme and make claims where appropriate
- Payroll administration - set up starters, leavers and contract amendments for SBM review and approval, be the first line of contact for payroll queries (referring to SBM as required), submit monthly absence returns.
- Overtime, clubs and lunch duties - maintain records and calculate claims for submission to payroll.
- Agency staff - work with agencies to secure bookings, maintain attendance records and pass invoices to Headteacher for approval.
- Audit requirements - administer annual declarations of interests and gifts received
- Continuing professional development (CPD) record trainings and renewals falling due.
- Health & safety responsibilities - carry out School Administrator responsibilities set out in the Health & Safety Policy
- Appraisal and performance management - provide administrative support to line managers to ensure these are completed on time.
- Work experience and volunteer administration



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## Job and Person Specification

- Governors - provide internal admin support and arrange hospitality for meetings.  
Maintain Get information about Schools

### **Finance, supplies & facilities**

- To be responsible for money handed in to the school office by parents, pupils and escorts ensuring that this is correctly labelled
- Record cash on Tucasi and write up paying in slips, maintain detailed and accurate records of banking for the School Finance Officer. Prepare and process secure collection of cash/cheques by G4S
- Chase outstanding lunch and trip payments
- Place orders for central stock on PS Purchasing and input orders for budget holders.
- Check incoming deliveries and arrange for prompt distribution within the school to keep reception clear taking appropriate action in the case of errors in delivery
- Manage petty cash in line with school policy, taking responsibility for accurate and secure handling of cash

### **Other**

- To ensure compliance with the Trusts' Safeguarding Policy
- To work in accordance with GDPR
- Undertake other duties appropriate to the grade of the post as requested by SLT
- Improve own practice through research, self-study, training, observation, discussion and performance management



**PERSON SPECIFICATION**

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

	<b>Source</b>	<b>Essential (E) or Desireable (D)</b>
Education and qualifications		
A good standard of literacy, oral and written.	A, I	E
Experience		
Previous experience of working in a school	A	E
Experience of a wide ranging administrative role in a busy environment	A, I	E
Experience of following policies and procedures	A, I	E
Experience of planning and working on own initiative	A, I	E
Skills/Abilities/Knowledge		
A good knowledge of word and excel (or Google docs and sheets)	A, I	E
A knowledge of school management information systems (MIS) or a knowledge of databases	A, I	E



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## Job and Person Specification

Personal qualities		
Good organisational ability and the ability to prioritise and work to achieve deadlines	A,I	E
An ability to communicate effectively with pupils, colleagues, parents, governors, other professionals and visitors to the school	A,I	E
A team player with experience of working in small teams and multi-disciplinary teams	A,I	E
The ability to adapt to change	A,I	E