



Job Description

School Office Administrator

Contract Type (TTO + 2 weeks – Full Time)

St Thomas More Partnership of Schools

Grade D

Job Purpose: To provide administrative support in order to meet the needs of the school. Play a crucial role in the smooth running of the school office.

Reports To: School Business Manager / Headteacher

Supervision Responsibilities of the post: Apprentice Administrator

Working hours:

8.15 - 4.15pm Monday to Thursday, 8.15 - 3.45 pm Fridays

An additional 2 weeks (10 days) in the school annual holidays

Duties and Key Responsibilities

General Administrative Duties

- Supervise and support the Apprentice Administrator, including day to day workload management.
- Responsible for keeping manual and computerised pupil records up-to-date, providing reports where necessary.
- Responsible for completing DfE Census / Data returns .
- Communication with parents via text and email via ParentMail.
- Provide administrative support to the headteacher, teaching staff and SBM as and when required.
- Manage office and classroom stationery levels.
- Provide administrative support for afterschool clubs.
- Maintain filing and archiving systems.
- Maintain petty cash levels, distribute cash and complete monthly returns.
- Prepare and write the weekly newsletter and distribute accordingly.
- Ensure GDPR compliance in all record keeping procedures.
- Return all weekly timesheets within the agreed deadlines.
- Return the absence return each week with all required documentation.
- Book supply cover for teaching staff when required.
- Book courses for teaching staff, when required.
- Provide general administration support for example: answering incoming calls and taking appropriate messages, greeting visitors and guests, preparing letters, typing and other IT based

tasks, photocopying, filing, collating and distribution of information to parents, staff, governors and members of the public

- Responsible for the school's general email address, responding to correspondence or forwarding to relevant staff as appropriate.
- Perform end of year tasks for the next academic year.
- Act as Clerk to the LGB in accordance with the duties summarised [here](#).
- Arrange, price and book school visits and transportation.
- Report all issues of facilities maintenance when needed.
- Assist in maintaining a tidy welcoming and safe school environment including the staffroom and participate in the provision of refreshments for visitors and staff.
- Complete monthly returns to the Nursery Milk Reimbursement Unit.
- Liaise with external agencies to procure fruit and milk.
- Be a central and first point of contact for parents and staff regarding any issues they may have.
- Provide ongoing assistance and guidance on administrative/financial issues to senior staff, Trust Business Manager and Finance Manager and others.

ParentPay

- Responsible for maintaining Parent Pay, including setting up new accounts and chasing any debts.
- Liaise with parents with regards to debt, maintaining confidentiality at all times.
- Keep accurate records with regards to FSM and UIFSM.
- Be the first point of call for any parent enquiries and provide first line assistance via telephone and email.
- Return weekly numbers to finance each week.
- Liaise with the School cook regarding dinner numbers each day.

Bromcom/MIS

- Monitor daily registers and contact parents regarding unexplained absences each day
- Administration of admissions/ leavers and maintaining up to date records.
- Dealing with any enquiries to the school.
- Ensure that staff are notified about new children to enable them to prepare for arrival and any extra SEN or PP needs.
- Request CTF and records from previous school, when relevant.
- Keep up-to-date with information provided by admissions service.
- To arrange for school records to be sent to new school.
- Provide bespoke reports for the HT, SMT or SBM when required.
- Responsible for completing monthly (C.M.E) reports to Gateshead Council.
- Usage of 'E-Setup' to reset passwords, logins and memorable information for teaching staff.
- Import and maintain necessary assessment data.
- Ensure staff data is up to date in the Bromcom MIS for relevant email accounts to be suspended/created.

Admissions

- Arrange prospective parent visits for new applicants.
- Communicate with prospective parents and the admissions service regarding admissions.
- Prepare relevant information for school staff.
- Administrative duties with regards to the induction of new parents.

Finance/PSF

- Maintain stock levels of stationery and replenish stock when needed.
- Raise requisitions for all orders via the financial system

- Check all deliveries that are made to the school for the correct amounts and inspect products for any signs of damage.
- Goods receive all items that are delivered.
- Maintain the yearly budgets for Pupil Premium and Sport Premium funding.
- Prepare money for banking and arrange the suitable returns.
- Managing the petty cash account
- Maintain effective communication with the MAT's Finance team

IT, Data and Social Media

- Maintain the school's social media with new posts, weekly updates and responding to questions/queries.
- Maintain the school website with updates to blogs, regular maintenance to documents and ensuring information is relevant and up to date.
- Creation of, monitoring and assistance with user accounts.
- Liaise with IT Manager/Deputy Network Manager
- Create bespoke spreadsheets and other documents for use around the school;
- Prepare all data returns to Gateshead County Council e.g, EYFS, Phonics, KS1 and KS2 data.
- Liaise with the catering team to design and create bespoke posters and decorations for theme days.

Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- To participate in induction training, staff review processes and professional development opportunities
- Be flexible and proactive when suggesting changes and actively promote new ways of working across the department becoming an advocate for best practice and on-going professionalism.
- To operate systems to check quality of own work to produce a very high level of accuracy and quality. Raise any concerns or queries directly with the source to clarify accuracy and requirements.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- This post is based at Sacred Heart Catholic Primary School but the post holder may be required to move their base to any other location within the Trust upon request.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

All staff will:

- Promote equality, opportunity and regard.
- Maintain confidentiality at all times.
- Follow safeguarding guidelines and child protection policy and procedures.

- Carry out duties with due regard for all school policies and procedures.
- Undertake professional development activities to enhance personal development.
- Contribute to producing/delivering priorities in the school development plan.
- Contribute to the smooth day-to-day running of the school.
- Be committed to achieving the school's vision and aims.
- Respond promptly to concerns from parents, staff or students.
- Work in partnership with all colleagues including the Governing Body.
- Attend relevant school meetings.
- Follow the aims and ethos of the Catholic church.