

ABBAY ACADEMIES TRUST

JOB DESCRIPTION

NAME:

JOB TITLE: SENIOR ADMINISTRATOR

RESPONSIBLE TO: EXECUTIVE ADMINISTRATOR

PURPOSE OF JOB:

To provide an efficient frontline service for visitors/staff to the school and general administrative support to ensure the smooth running of the school. To be responsible for health and safety and assist in managing risk.

Main Duties and Responsibilities

1. Provide telephone, reception and messenger services for the whole school, being first in line to answer telephone calls, deal with messages/queries and enquiries.
2. Provide admin support including filing, word processing, preparation of letters and updates, photocopying, maintenance of the ParentMail system, dealing with mail in and out and data input to cover the needs of the whole school.
3. Provide advice guidance and support to other administrative staff as required.
4. Ensure class registers are correct including registering pupils who arrive late for school and recording details of those who leave early.
5. Contact parents/carers in cases of accidents/illness and ensure accidents are recorded on Wellworker in accordance with the Trust's policy.
6. Assist in organising school activities and events including after school clubs and school visits.
7. Arrange staff cover as required
8. Compile such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfE e.g. census.
9. Assist with arrangements for the election of parent and staff governors.
10. Support the Trust's finance function in line with school's finance policy, encouraging the use of +Pay
11. Monitor and implement the school's safety policy to comply with all relevant H&S legislation, conducting risk assessments for routine and project work. Act as school's Health & Safety Coordinator and Fire Officer.
12. Be responsible, with the Site Manager, for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings.
13. To deal with lettings as and when required.

14. Process admission enquiries and applications in accordance with the school's Admissions Policy and LCC coordinated schemes.

Other Duties:

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the character of the post. Duties and responsibilities outside the general scope of this job will be the consent of the postholder.

Equal Opportunities:

The postholder is required to carry out their duties in accordance with the Trust's Equality policy.

The postholder is required to carry out their duties in accordance with the Trust's Code of Conduct.

Health and Safety:

The postholder is required to carry out their duties in accordance with the Trust's Health & Safety Policy and procedures.

All staff have a responsibility to safeguard and promote the welfare of all children and young people within the school. The postholder is required to contribute to the school's safeguarding routines by:

- ensuring visitors are identified and signed in
- maintaining integrity of security door system
- keeping works spaces tidy and clear at night to preserve confidentiality
- following correct safeguarding procedures for storing pupil records

Signed.....
Postholder

Date.....

Signed.....
Executive Headteacher

Date.....