

Job Description School Administrator



Responsible to:

Headteacher, School Business Manager and Office Manager

Key Responsibilities

Data & Assessment

- To work under the direction of the Head Teacher and the Senior Management Team in developing appropriate data management, analysis procedures, recordings and actions.
- To access and distribute requested documents
- To liaise with the Local Authority data personnel
- In liaison with SLT to undertake the school pupil census
- To record and maintain assessments records/scores with a chosen system across the school, including all test results in both a chosen package as well as the school's chosen MIS
- In liaison with SLT carry out a year end process including in year intake children and September preparation
- Collating and updating changes to parent/carer permissions as required

Attendance

- Support pupil safeguarding with prompt completion of daily MIS pupil attendance and pupil absences report provided to DSLs via attendance processes in place
- Maintain and update pupil records and changes, e.g. FSM, PPG, pupil photographs and SEND
- To produce monthly reports and statistics for the DSL Team and action letters to parents/carers based on direction from DSL. Highlighting any persistent absences based on the absence policy percentages. Detail actions taken previously.
- To seek ways to recommend to improve attendance across the school where an overall attendance level drops below the policy percentage
- To provide attendance information for annual school reports
- To provide assistance and support with EWO meetings and complete recommendations from the EWO following a visit in conjunction with a DSL, e.g. creating pupil leave of absence letters, attendance letters and including issuing penalty notices.

Admissions

- Liaise with the LA regarding the arrangements for Reception, In Year Admissions and appeals
- To support the Head Teacher and SLT in the preparation of attendance and appeals paperwork
- Provide administrative support for admissions arrangements, both new reception and in year transfers, including to prepare, send, maintain, respond to queries and record responses to school forms using relevant ICT systems and keeping them up to date
- Provide support to new intake parents and carers to ensure that they are informed of all school processes prior to starting, admission deadlines, tour dates and information/payment systems.
- Keep a record of pupil numbers in school and be aware of waiting list numbers held with the Local Authority.
- Send leaver forms to DFE
- Liaise with other institutions regarding admissions and upload/download CTF files via the government website.

Safeguarding

- To uphold the school's commitment to safeguarding, promoting the welfare of children and strong culture of vigilance.
- Report any concerns or disclosures regarding all pupils via MyConcern, on a paper form or in person as necessary.

General

- To keep up to date an organised system of filing and archiving in accordance with retention guidance
- Ensure emails are dealt with promptly and efficiently
- Support/cover other team members as required
- To undertake First Aid training and participate in the rota
- To assist with fire drill/alarm procedures
- Produce and keep up to date pupil contact folder for the whole school, year and classes
- To carry out such other reasonable duties as the Head Teacher may require

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- Create staff log ins and access rights on school's MIS system and any other packages as required
- To carry out a year end process - To prepare the classes in the relevant systems including creation of classes, log in details, movement of children and staff.

This job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. This job description will be reviewed annually or earlier if necessary.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.