



Job Description School Administrator

Job title:	School Administrator – Grade 4
School:	Pitmaston Primary School
Line manager:	School Business Manager
Hours:	37 hours a week term time only + 5 training days + 2 weeks (205 days)

Main responsibilities and tasks

Organisation

1. Act as MIS manager for the school (Arbor)
2. Ensure that efficient systems are in place for in-school communication and for liaison with all school stakeholders.
3. Organisation of school visits and events.
4. Maintaining the school diary.
5. Responsible for maintaining the Single Central Record.

Administration

6. Manage manual and computerised school records and information systems.
7. Provide detailed analysis and evaluation of data and produce detailed reports as required.
8. Undertake complex IT tasks including all Microsoft Office applications.
9. Provide organisational support to other staff.
10. Manage complex administrative procedures.
11. Administration of admissions process for school and nursery in conjunction with school admissions.
12. Administration of recruitment and other personnel procedures.
13. Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DFE.
14. Administration of HR processes for all staff

Resources

15. Undertake research and obtain information to inform decisions.
16. Assist in marketing and promoting the school.
17. Monitor and manage office stock within an agreed budget.
18. Health and safety management.



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Responsibilities

19. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. To adhere to school health and safety policy including risk assessment and safety systems.
21. To adhere to school policies on equality and diversity.
22. To contribute to the overall ethos /work/aims of the school.
23. Establish constructive relationships and communicate with other agencies/professionals.
24. Participate in training opportunities and professional development as required.
25. Undertake other duties commensurate with the level of the post as required by the Headteacher or Business Manager.
26. Ensure confidentiality at all times.