**ASTON & COTE CHURCH OF ENGLAND PRIMARY SCHOOL**

**SCHOOL ADMINISTRATOR JOB DESCRIPTION**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

**Key Responsibilities:**

**Reception & Communication**

* Be the first point of contact, warmly welcoming visitors, parents, and children with professionalism and kindness, reflecting our values of love and respect.
* Manage the school’s reception area, handling phone calls, emails, and face-to-face enquiries in a calm and friendly manner.
* Ensure all visitors sign in and comply with safeguarding procedures.
* Provide general administrative support, including typing, photocopying, filing, and email correspondence.

**Pupil Welfare & Attendance**

* Maintain attendance registers, following up on absences and liaising with families.
* Work with the Headteacher to address attendance concerns and report persistent absences.
* Attend attendance training run by OCC
* Oversee absence requests, liaising with the Headteacher and parents, ensuring appropriate follow-up, including Fixed Term Penalty Notices where applicable.
* Assist with pupil welfare duties, including caring for unwell children and providing comfort where needed.

**Administration & Data Management**

* Maintain accurate school records (both manual and computerised), ensuring confidentiality at all times.
* Operate relevant ICT packages
* Undertake routine financial administration, including collecting and handling payments for school events.
* Oversee school catering arrangements, including managing the Cool Milk scheme and liaising with the catering team to update menus on Class Dojo.
* Process Free School Meals applications and update relevant school systems.
* Record exclusions on MIS.
* Manage and record first-aid incidents involving both pupils and staff.
* Assist in arrangements for school trips, events, etc.
* Sort and distribute mail
* Undertake routine administration of school lettings and other uses of the school.
* Ensure school calendar and website are kept up to date.
* Deal with all parts of the admissions process for both school and nursery
* Process nursery funding claims, invoices, payments
* Arrange Open Days / Taster Days / Settling-in sessions
* Liaise with parents via e-mail. telephone and face to face

**Procurement & Resources**

* Order and check deliveries, ensuring any issues are resolved promptly.
* Distribute SBC Food Vouchers and HAF Vouchers as needed.
* Oversee volunteer applications and volunteer DBS checks

**Other Duties**

* Support the school leadership team with any additional tasks needed to ensure the smooth running of the school.

**Person Specification**

**Essential:**

We are looking for someone who:

* Will contribute to the ethos of the school.
* Has experience in an administrative role, ideally within a school setting.
* Is warm, welcoming, and approachable, making all children, families, and staff feel valued and supported.
* Is an excellent communicator, able to build strong and trusting relationships with children, families, and colleagues.
* Is a team player, willing to go the extra mile to support the school community.
* Has strong IT skills, including Microsoft Office and school systems (e.g. MIS
* Is highly organised and detail-oriented, able to manage a fast-paced workload efficiently.
* Can handle confidential information with integrity and discretion.
* Has a genuine passion for working within a school community and making a difference in the lives of children and families.

**Desirable:**

* First Aid qualification (or willingness to train).
* Experience in financial administration.
* Aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and who know to report any concerns to the Designated Safeguarding Lead.

**Emotional Demands:**

* Front line reception duties dealing with pupils and parents who may sometimes make emotional demands.

**Job Specific Competencies**: In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school’s procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School’s written procedures.

Aston and Cote Primary School is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.