

Senior Administrator Job Description

School: Bowhill Primary School
Salary Grade: D
Title: Senior Administrator
Responsible to: Headteacher

Main Purpose of the job

To provide comprehensive administrative, financial, and organisational support to the school, ensuring that all safeguarding procedures are conducted efficiently and promptly. The Senior Administrator will play a key role in developing and enhancing school administration systems to align with audit requirements. This position requires handling sensitive and confidential information about staff and students with the utmost discretion, ensuring confidentiality in all school-related matters. A full-time administrative assistant will support you in this role.

Bowhill Primary is one of four schools in Exeter Learning Academy Trust and is committed to safeguarding and promoting the welfare of children. All staff members are expected to demonstrate a strong commitment to the safety and wellbeing of all students.

Main duties and responsibilities:

This job description refers to the principal duties and responsibilities of the post. It does not list in detail all the tasks required to carry out these duties and responsibilities.

To welcome visitors, pupils and staff to the school whilst adhering to safeguarding and health and safety procedures.

- To be welcoming to all visitors and parents in line with the ethos of the school.
- To process DBS, vetting and verification checks as directed.
- To check the single central record and update as directed.
- To act as personal assistant to the Head teacher by assisting the Head in responding to emails and letters in timely manner, filing and typing minutes as required
- To respond to and filter communications (post, phone calls, emails etc.) and redistribute appropriately.
- To provide effective and timely administration support ensuring deadlines are met and the efficient running of the academy is maintained.
- To carry out the administration of school dinners and school milk when required
- To carry out the administration of the school's online payment system for school dinners, after school club, trips. and any future school services as required
- To be responsible for the operation and maintenance of the School's online payment system and Pupil Database, currently School Comms and Arbor producing reports as directed.
- Run the Pupil Census return.
- To monitor, record and report staff absences.
- To be responsible for the administration of pupil data, admissions, sending pupil records data to secondary schools.

- Assist with the completion of all statutory and non-statutory returns in accordance with strict deadlines.
- Liaise with parents and distribute correspondence to parents.
- To support teachers in the planning, administration and recording of school trips and events.
- To process authorised purchase orders on the school's finance system.
- Raise sales ledger invoices on the school's financial software
- To maintain records of staff absence and training. Update personnel data bases as directed.
- To book and record supply cover as directed by the Head Teacher.
- To maintain supplies of photocopier and office consumables and be responsible for the communication with the photocopier maintenance company
- To extend the above duties to include any future services, software and processes the school may partake in.
- Utilise experience to help solve problems that arise and alert the necessary school personnel and / or contact outside providers/contractors as directed.
- To administer fire precautions and fire escape procedures.
- To adhere to all health and safety, safeguarding procedures and policies.
- Contribute to reviews of administrative systems and procedures.

Equal Opportunities

- Have a statutory obligation to implement anti-discriminatory and equal opportunities when out their duties.

Work Demands

- The post is based in a busy office that is subject to constant interruption. It is critical that the post holder can prioritise their work effectively and there will be a need to schedule the non-urgent work during the quieter periods.

Working Conditions

- General office environment.
- Well-lit and well-ventilated conditions.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person specification – Senior Administrator

Essential	Assessed through
Well organised, ability to multi task.	Application/interview
Good team worker with a proven ability to manage own time effectively	Application/ References
Administrative skills within an educational background	Application/interview
Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint	Application/interview
Experience of drafting documentation for the approval of others	Application
Ability to communicate clearly and use appropriate language both orally and in writing	References/interview
Ability to build collaborative working relationships with colleagues	Application/references
Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with people at all levels	Interview/references
Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude	Application/Interview
Flexible, positive and creative approach to work and meticulous attention to detail	References/interview
GCSEs in English and maths at Grade C or above, or equivalent qualification.	Application
Highly proficient in both verbal and written communication	Interview/Application
Desirable	Assessed through
Experience with challenging and vulnerable families	Application/references/interview
Previous work in Primary schools	Application