

**Newport Primary School**

**St Paul’s Road**

**Middlesbrough**

**TS1 5NQ**

**JOB DESCRIPTION: School Administrator**

**PURPOSE OF THE JOB**

* To provide administrative support and contribute to the effective operation of the school office.

**DUTIES & RESPONSIBILITIES**

**Administration**

* To provide a warm welcome for parents/carers, visitors and colleagues and deal with their requests in an efficient and professional manner
* To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
* To ensure visitors sign-in in accordance to safeguarding procedures
* Ensuring the school information management system is kept up to date and complete regular data integrity checks
* To record DBS numbers where appropriate
* To accurately maintain the shared electronic calendar
* To support attendance and admissions in school alongside the Admissions and Attendance Officer
* To produce letters and other correspondence as required to a high standard
* To be responsible for the maintenance and monitoring of the photocopiers and printers.
* To manage and distribute deliveries, liaising with the Office Staff, School Business Manager or Caretaker when deliveries arrive
* To provide administration assistance as required by the Leadership Team
* To support with the organisation and booking of school trips including management of payment through Parent Pay
* To support the organisation of attendance at school events such as plays/performances/parents evening
* To support the administration of school software packages such as Class Dojo and Parent Pay
* Monitor schools supplies of stationery equipment and order accordingly
* Monitor school supplies of Breakfast Club deliveries and order accordingly
* Manage the booking/payment of Breakfast clubs and After School Clubs
* To support the management of school meals bookings and payments through Parent Pay (including debt management)
* To support the School Business Manager with aspects of school finance as directed, including the procurement and ordering process
* Ensure all information is treated confidentially and have absolute discretion at all times
* Ensure all relevant staff are informed of any pupil’s medical needs and information regarding allergies are up to date and that the catering staff have an up to date record
* Support the administration of medicines in school
* Ensure that all duties and responsibilities are discharged in accordance with the School’s Health and Safety at work policy
* Any other reasonable duties commensurate with the level of the post

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council’s Equal Opportunities policies and procedures and ensure anti-discriminatory practice

**SAFEGUARDING**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the trust and the local authority.