



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.