

Job description: School Administrator (Admissions and Nursery)

Employment details

Job title:	School Administrator (Admissions and Nursery)
Reports to (job title):	Principal
Type of position:	36.25 hours per week 40 weeks per year
Hours of work:	Monday to Friday 08:30 – 16:15
Level and scale point:	Grade 5

Areas of responsibility:

DAILY DUTIES
Act as a point of contact for visitors to the school, and deal with enquiries from parents, members of the public and staff.
To provide support to the front office to ensure that all parents and members of the public are dealt with promptly and the image of the school is enhanced and good relations fostered.
Administrator for The National College (policies and staff training)
Manage the booking system for after school clubs each term
To be responsible for all matters relating to the School Admissions to Underwood West Academy in accordance with the Aspire Educational Trust Policy to include the administration of applications for mid-term transfers into and between schools within the academic year. All pupil data sent via secure electronic systems only within 7 days of leaving school
To prepare information required for the Admissions Appeals process and support the Principal/Vice Principal
Complete all Admission data and communication required for the Nursery setting

To support the Vice Principal with all aspects of health and safety matters with responsibility for updated Risk Assessments annually (Classrooms etc.) and upkeep of Health and Safety File to include reporting of all accidents/incidents on Smart Log.
In liaison with SLT undertake input of all statistical data for Assessments, EYFS, End of KS1/KS2 and Phonics
To be responsible for input of data onto Arbor ensuring it is kept up to date with reports available on request. Manage the Schools Information Management System – Arbor to include CTF's and Census.
To take responsibility for regular update of Free School Meals and Pupil Premium Data providing internal and external reports as required.
Support the SENDCo/Child Centred Team with pupil specific data such as medical needs and vulnerability
Complete DBS applications and risk assessments for volunteers.
Maintain secure access fobs for staff.
First Aid Admin including upkeep of staff first aid training tracker, refresher booking and notices throughout school. Ensure First Aid supplies are replenished in a timely manner.
First Aid at Work Trained
Support the admin team with the School Inventory system ensuring that relevant equipment is uploaded on the system on a regular basis and monthly audits are undertaken
Undertake any other work requested by the Office Manager or Principal as required.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Person Description:

School Administrator (Admissions and Nursery)

	Essential	Desirable
Qualifications and training	The successful candidate will have: - GCSE's with a minimum of a C grade (or equivalent) in maths and English. - Full DBS certificate with barred list check - First Aid at Work trained (or willing to complete the training)	- Evidence of personal commitment to CPD. - Qualification in computing and software
Experience	The successful candidate will have experience in the following areas: - At least 12 months experience working within a busy office environment. - Experience of using computers for office administration.	- The successful candidate may also have experience in the following areas: - Experience of working in a school office
Knowledge and skills	The successful candidate will: - Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. - Possess strong interpersonal skills. - Be able to communicate clearly, both written and orally. - Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. - Be organised, accurate and thorough in their work. - Be dependable, able to follow instructions and respond to management directions. - Have good working ICT knowledge including Microsoft Office. - Have a willingness to extend skills through appropriate training. - The ability to record and analyse data using different systems. - An understanding of the importance of confidentiality. - An understanding of GDPR - Be an effective team player that works collaboratively and effectively with others.	The successful candidate may also have the skills to: Proven experience of adapting office administration processes
Personal qualities	The successful candidate will display the following personality traits: - A warm, engaging and transparent personality - The ability to remain calm - A willingness to go the extra mile	

- An ability to quickly adapt to changes

The successful candidate will be able to meet the attributes of the Trusts Values:

Aspiration

- Inclusive and respectful to all our colleagues
- Keen to keep developing and receptive to change
- Reflective and learn from mistakes

Believe

- Passionate and have a positive outlook
- Confident to share their opinions and ideas and value those of others
- Solution focused

Community

- Considerate of all
- Welcoming
- Adaptable
- Understanding of the needs of the wider community
- Look after our own and each other's well being