Brimscombe C of E Primary School

Job description: School Administrator and Site Manager

Brimscombe C of E (VA) Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

- To provide effective and efficient clerical and welfare support to the school.

Responsible to: Headteacher and Governors
Line Manager: Headteacher
Hours/Weeks: 8:30am-4:30pm (Mon-Thurs), 8:30am-4:00pm (Fri)
Salary: Grade 5 (pts 11-14) £28,142 – £29,540 pa pro rata

Duties and responsibilities

Welfare:

- To administer first aid and medicine to pupils as required in keeping with the school's policy and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits from medical professionals
- To assist with the general welfare of pupils.

School Office:

- To be the first point of contact for both telephone and face to face enquiries
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical:

- To responsible for the recording and monitoring of pupil means via Parent Pay
- To set up trips and work with the School Business Manager to book.
- To undertake the basic maintenance of the photocopier
- To maintain the school calendar (both in outlook and on the website)
- To be responsible for incoming and outgoing post
- To arrange school visits from prospective parents
- To be responsible for clerical support require for the transfer of pupils to secondary schools
- To assist with the preparation and maintenance of pupil data records
- To assist with the keeping of attendance records and produce reports as required
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communication (e.g. letters, newsletters etc.)
- Assist with marketing and promoting the school

Management Information Systems and ICT:

- To work with the headteacher to monitor the school's website and ensure it is up-to-date.

Premises

- To be the Site Responsible Person for the school.
- Ensure all planned preventative maintenance and routine statutory inspections and maintenance of the building and equipment is completed to schedule including electric, PE equipment, climbing frames, water quality, asbestos, PAT testing etc. and follow up if any action is required, keeping accurate manual and computerized records required by GCC.
- To ensure that the following routine in-house fire safety checks are completed and recorded in the fire logbook: termly test the fire alarm call points; emergency lighting check on a monthly basis; walk the building on a fortnightly basis to check location and condition of fire extinguisher appliances; monthly checks of fire doors to ensure they are in a good state of repair and that self-closing devices operate effectively to provide effective fire compartmentation.
- To ensure that the premises are kept free from pests and vermin
- To ensure playgrounds, paths and driveways are in a satisfactory condition, including puddle and snow clearing and salting as required
- Record and submit (where required) meter readings
- To be responsible for use and storage of cleaning materials in line with COSHH regulations
- To be responsible for re-stocking toilet paper, soap, paper towels etc in all WC's, washrooms and classrooms with sinks
- To provide an effective porterage service to include deliveries (including milk and fruit) furniture removals
- To ensure the safe maintenance and security operation of school premises

Health and Safety

- To assist in the schools monitoring Health and Safety, and management of hazards and risk assessments
- To ensure the school's Health and Safety policy is implemented and is subject to review and assessment at regular intervals or as situations change.
- To ensure systems are in place to enable the identification of hazards and risk assessments
- To ensure a safe environment for the stakeholders of the school

Date of issue: ……

Signature of Post holder ……

Signature of Headteacher ……

	Essential	Desirable
Qualifications and training	• First aid training (or willingness to complete it) • GCSE English and maths (or equivalent)	
Experience	• Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team	
Skills and knowledge	• Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding	