

JOB DESCRIPTION

Job title: School Administrator (Pupils) & Cover Co-ordinator

Grade: 5

Term Time, plus INSET, plus 1 week (40 weeks)

Hours: Part time (30 hours Mon – Fri) 7.30am – 2pm (including 30 minutes unpaid break)

Under the direction of the Operations Lead and SLT to:

- provide a warm and friendly welcome to pupils, parents, staff and visitors and deal with their requests in a professional and efficient manner
- answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- circulate whole school emails
- Undertake administrative support suitable to the grading of the post as required
- Be responsible for all pupil related records, ensuring that paper and electronic records and files are updated promptly and accurately
- Be responsible for the timely and accurate completion and transfer of new starter and leaver information
- Collate and update Integris with all Pupil Premium information
- Collate and update records regarding Free School Meals
- Be responsible for the archiving of pupil files
- Ensure timely delivery of pupil leavers files to new settings
- Be responsible for the confidential distribution and collection of pupil data collection sheets and amending Integris accordingly
- Produce pupil reports as requested by staff and SLT
- Liaise with the Deputy DSL and LA transport to ensure accurate records of transport companies are maintained and assist with queries and problems relating to transport issues
- Compile results from parent questionnaires
- Co-ordinate school tours for potential pupils and parents
- Respond to admissions enquiries received by email or telephone, passing to Key Stage Leaders where appropriate
- Be responsible for the administration of all pupil consultations
- Assist the SLT with the administration in relation to admissions tribunals
- Create and update the pupil list
- Ensure term dates
- Work alongside the school receptionist to create and issue new starter packs for pupils, ensuring relevant ICT policies and GDPR permission forms are included
- Be responsible for ordering and maintaining records of uniform stock
- Manage uniform orders from parents including producing order forms, taking payment and distributing uniform
- Provide administrative support in relation to pupil end of year reports including proof reading, formatting and printing

- Provide administrative support in relation to booking parents evening appointments
- Transitions arrangements for new pupils primarily in Term 6, but also on ad hoc occasions
- Planning and circulating the assembly rota, communicating with appropriate staff
- Planning and timetabling focus groups for all staff

Cover Co-ordinator:

Under the supervision of the Deputy Headteacher:

- Provide early morning office cover to take phone calls from staff regarding sickness and other absence
- Allocating the team of HLLPs to provide cover for absent staff
- Working with the team of HLLPs to ensure PPA pay back for teachers, meetings and courses are all covered