

School Administrator Job Description

Job Title:	School Administrator
Grade of Post:	Grade 6
Hours of Work:	37 hours (Term Time only) <i>7.5 hours Monday - Thursday, plus 7 hours Friday</i>
Responsible to:	Trust Administrator for Admin & Admissions Lead

Purpose of the Job:

As a member of the school's administration team, be a key member in ensuring the smooth running of the school.

Key objectives:

- Checking the registrations of pupils on a daily basis, ensuring all parents are contacted in a timely manner to obtain reasons for absence and, where appropriate, escalating absence information to the DSL
- Providing attendance information to school leaders for analysis
- Carrying out the weekly credit control process by contacting parents in line with the Trust's protocol, escalating any larger debts as appropriate
- Ordering of resources on the school's order form, once approved by the Head, ensuring correct budgets have been allocated and delivery dates are logged
- Accepting and recording examination deliveries, ensuring the in-school exams officer is notified immediately
- Forwarding all invoices and credit card receipts to the Trust's business management team
- Providing the Trust's business management team with daily staff absences to ensure absences can be accurately logged
- Photocopying ID and qualification information for all new starters to send to the Trust's business management team
- Maintaining all administration systems (ParentPay, SOS, CPOMs, realsmart etc.) ensuring all information is input correctly for statutory census submissions
- Administration of new student admissions
- Triaging IT issues for the school using the IT learning map, escalating to the Trust Administrator if the solution is not working
- Any other administrative duties as required by the Head, such as planning of events, fieldwork coordination, website posts etc.
- Uphold public trust in the education profession.
- Have proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.

- Demonstrate positive attitude, values and behaviours to develop and sustain effective relationships with the school community.
- Safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice.
- Acquire the appropriate skills, qualifications, and/or experience required for the administrative role, with support from the Administration Lead and school employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with line manager and school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of administrative and software knowledge relevant to their role and apply this effectively in supporting the Trust Central team, school staff and pupils.

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the [XP Trust Staff Code of Conduct](#) which includes the expectation to **read, understand and gain clarity around the professional documentation within the [XP Trust Staff User Guide](#) and [Staff Handbook Policies](#)**