



## HURLINGHAM SCHOOL

### Job Description

**Job Title:** School Administrator

**Accountable to:** Head and Principal

**Role:** The responsibilities and duties of the School administrator are as follows:

*Term Time plus 25 days during the School Holiday periods.*

#### **Secretarial and Front Office (3 days)**

- Maintain the highest of professional standards as the front line of the school, acting with tact, integrity, transparency and diplomacy at all times.
- Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Manage all aspects of the School office including greeting visitors, answering phones and dealing with incoming/outgoing post.
- Be the first contact for emergency services, Police, fire brigade and ambulance etc.
- Help coordinate school evening events, as appropriate.
- Be proficient and accurate in the use of the school's SIMS Database.
- Deal with queries and decide how to deal with each one, including referral to another member of staff.
- Order supplies and stationery, as necessary, always gaining prior approval from the Head before committing expenditure.
- Oversee lost property and spare school uniform.
- Arrange school events and enterprise activities, such as photographs, Christmas cards etc.
- Deal with post (in and out) and enquiries via telephone and email.
- Comply with the requirements of health and safety, other relevant legislation and school policies and understand and comply with the school's Equal Opportunities Policy
- Maintain the visitor's book and check that information relating to appropriate safeguarding checks has been provided.
- Provide visitors with safety briefing information.

- Act as the main point of contact Provide a secretarial support service to staff as required.

### **Welfare**

- Liaise with school health officials and support arrangements for any provision required in school.
- Lead first aider (training to be provided as required).
- Maintain the Accident Book, general care of children including the provision of basic first aid when required, supervising medicines in line with school policy and ensuring records are kept of all medicines given/accidents occurred. Follow up as required with the Head.
- Inform parents/carers of illness/accidents and any medicines administered, also checking with parents before any such medicine is given.
- Ensure that accident forms are completed when necessary, liaising with those concerned.
- Check stock of first aid stores, and order further supplies when and where appropriate.

### **Attendance and Pupil Records**

- Monitoring pupil absences, phoning each day checking pupil welfare of all absentees.
- Maintain records for official retention purposes.
- Support the admissions Manager with providing data for all National censuses.

### **Administrative & finance (2 days)**

- Support the Financial Controller with recording of day-to-day financial information, including posting invoices, and payments
- Assist with termly fee billing and credit control
- Support teaching staff when organising school trips, including booking venues and transport, and ensuring all financial records are properly maintained
- Take the lead on the management and maintenance of the school's online club management system, from booking to payment, overseeing registers and dealing with staff and parental queries.
- Provide other general assistance to the Financial Controller as required.

### **Promotion of School Values**

- Contribute to School events as and when required.
- Support and contribute to the School's commitment to safeguarding all pupils.
- Be aware of the School's duty of care in relation to staff, pupils and visitors and comply with all health and safety policies at all times.
- Be aware of and comply with all codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

## **General**

- Carry out duties required by the Head and Principal as and when they arise.
- Provide oversight of all services utilised by the School, including (but not limited to) catering, maintenance, and school administration.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.