

## **Dudley House School**

### **Job Description**

<b>JOB TITLE</b>	School Administrator
<b>RESPONSIBLE TO</b>	Headteacher /Treasurer (North England Conference)
<b>MAIN PURPOSE OF THE JOB</b>	To act in support of the headteacher as an administrative and financial manager for the school.

#### **General responsibilities**

The day to day running of the school office, dealing with enquiries from pupils, parents, the general public, internal and external organisations. To support the head teacher and staff in operating an efficient and effective service as an administrative and financial manager for the school.

#### **Main Functions**

##### **Finance**

1. To provide all information required and assist in the preparation of the school's budget plan for approval by the school governors.
2. To monitor school expenditure and income, drawing the Headteacher's attention to any causes for concern and recommending appropriate action.
3. To act as Systems Manager using the computerised system installed at the school.
4. To be responsible for all monies received by the school, ensuring that appropriate accounting procedures are adopted, understood and followed at the school.
5. To maintain and administer all financial accounts in accordance with SDA accounting procedures, including payments and petty cash, associated with the school and ensure all accounts are kept up to date.
6. To invoice and collect school fees at the beginning of each term, club fees at the end of each half term and keep appropriate records and accounts, consulting with parents regarding non-payment.
7. To monitor contracts and liaise with suppliers securing best price for services.
8. To prepare reports for the governing body and for the Headteacher on financial matters for the school.
9. If required, to attend meetings of the Governors' Finance Sub-Committee to present financial information and make recommendations to them
10. To undertake the internal audit of school accounts and prepare for the annual external audit.

##### **Administration**

11. To maintain an up to date record of legal and other supporting information concerning the management of the school and to advise the Headteacher and governing body, as appropriate, about general responsibilities or actions to be taken.
12. To maintain records of forms and returns required by the NEC, BUC, EYE, LA and the DfE, ensuring that appropriate information is maintained to enable such information to be provided, and submitting such forms and returns within deadlines.

13. To take a leading role in dealing with telephone and personal enquiries to the school, referring to the Headteacher only when necessary.
14. To provide information to prospective parents, deal with initial enquiries to the school and then action appropriate follow up.
15. To ensure that all school pupil and staff records are maintained in an orderly manner, reviewing arrangements as appropriate, being responsible for confidentiality and security.
16. Liaise with Headteacher to arrange staff absence cover when necessary and maintain supply staff timesheets.
17. To open and respond to all school correspondence, preparing and alerting the head teacher to correspondence needing her personal attention.
18. Operate an efficient and effective filing system within the office.
19. To prepare letters and reports for the Headteacher's approval and to type all forms and correspondence.
20. To liaise with the School Nurse and Area Health Authority regarding medical health checks, organising pupils' attendance.
21. To maintain procedures for admission and withdrawal of pupils from the school.
22. To maintain attendance records, including afterschool care registers, and monitor pupil absence.
23. To buy and sell uniform and associated items and monitor stock levels.
24. Assist the Headteacher with monitoring and ordering of stock and supplies, placing orders when necessary with the approval of the Headteacher.  
Add new equipment to resource lists and keep resource lists up to date.
25. To identify other general responsibilities to be undertaken and to ensure that these are undertaken or referred to the Headteacher or other staff in the school for action as appropriate.

**Other**

26. To be aware of the school's Christian ethos, encouraging the children to adhere to these principles in their behaviour and by example.
27. To follow the school's accident and injury procedures and administer first aid treatment to pupils and help maintain records, including filing accident reports.
28. To act as health and safety and fire officer for the school premises, ensuring that all staff are aware of responsibilities and procedures, that equipment is checked, serviced and maintained as necessary and records kept.
29. To engage and help in organising different aspects of the school programme.

---

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.