

Dudley House School

Job Description

JOB TITLE	School Administrator
RESPONSIBLE TO	Headteacher /Treasurer (North England Conference)
MAIN PURPOSE OF THE JOB	To be responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times.

General responsibilities

- Ensure the smooth and effective running of the school office.
- Deal with enquiries and liaise with pupils, parents and staff.
- Create and manage information relating to finance, pupils and staff.
- Perform a range of financial management processes for the school including invoicing, processing orders, cash handling, paying suppliers, budget monitoring, reconciling accounts, resolving issues, and preparing financial reports.
- Provide personal, administrative and organisational support.

Duties and Responsibilities

Finance

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

Administration

10. Manage manual and computerised record systems, ensuring all information is accurate and up to date, being responsible for confidentiality and security.
11. Analyse and evaluate data / information and produce and submit reports / information / data as required, to the NEC, BUC, EYE, LA, DfE and the headteacher, within deadlines.
12. To open and respond to all school correspondence, preparing and alerting the Headteacher to correspondence needing her personal attention.
13. Prepare letters and reports for the Headteacher's approval and type all forms of correspondence.
14. Ensure the office is kept tidy, organised and in good order, making sure there are sufficient office resources available.
15. To manage the procedures for admissions, induction and withdrawal of pupils from the school.

16. Monitor and maintain accurate attendance records, including afterschool care registers, and monitor pupil absence.
17. Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.
18. Order, monitor and manage stock, placing orders, when necessary, with the approval of the Headteacher.
19. Liaise with the Headteacher to arrange staff absence cover when necessary and maintain supply staff timesheets.
20. Liaise with Health Professionals and Area Health Authority regarding medical health checks, organising pupils' attendance.
21. Assist with marketing and promoting the school.
22. Assist in the organisation of trips and events, booking venues and organising transport in cooperation with teaching staff.

Reception

23. Create a professional and welcoming reception, acting as the first point of contact. Ensuring all visitor checks and health and safety processes are in place to monitor entry in and out of the school.
24. Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner, referring to the Headteacher only when necessary.
25. Respond to messages promptly and accurately, passing on information to relevant staff members.
26. Provide information to prospective parents, deal with initial enquiries to the school and then action appropriate follow up.
27. Assist staff and pupils with the information and support they need

Compliance

28. Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
29. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
30. 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.

Other

31. To be aware and promote the school's Christian ethos.
32. To follow the school's accident and injury procedures, administer first aid treatment and help maintain records, including filing accident reports.
33. 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.
34. To engage and help in organising different aspects of the school programme.

The school administrator will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.