

## **JOB DESCRIPTION**

**NAME:**

**POST TITLE:**

Administrator

**RESPONSIBLE TO:**

School Business Manager

**PURPOSE OF THE JOB:**

Work in close liaison with the Headteacher, Deputy Head and Inclusion Leader by providing secretarial and general support for the effective conduct of their business. Be the main receptionist and work as part of the administrative team in supporting the school in attaining its aims and objectives.

### **MAIN RESPONSIBILITIES**

1. Provide timely and effective operation administrative support to the Headteacher, Deputy Head and Inclusion Leader in accordance with good secretarial practice.
2. Ensure the effective operation of the Headteacher's office to ensure the efficient discharge of functions to governors, staff and parents including hospitality arrangements and management of the Headteacher's diary.
3. Manage the school reception to ensure the effective reception of all visitors and telephone enquiries and ensure a record of all visitors is maintained using the online system. Ensure reception facilities are attractive and welcoming.
4. Assist the School by maintaining good relationships with staff, parents, governors, contractor representatives and external agencies in order to promote the objectives of the School.
5. Ensure that pupils' records are kept up to date including on Arbor, and completed to a satisfactory standard and deadlines are met. Arrange the transfer of school records of pupils who are moving to another establishment. Complete statutory documentation.
6. Day to day management of attendance including regular monitoring and tracking and ensuring the school meets its attendance targets.
7. Day to day management of admissions and leavers including liaison with the appropriate authorities.
8. Produce and distribute any school publications, in particular newsletters.
9. Day to day administration of parent communications via Arbor.
10. Ensure that the school complies with the requirements of GDPR and be able to operate within its framework.
11. Open, sort and distribute incoming mail. Record and post outgoing mail.
12. Sell water bottles, bags and pens and maintain related petty cash account.
13. Manage course bookings for staff.
14. Book supply cover as requested.
15. Manage computer consumables.
16. Provide first aid (training given).
17. Any other duties relevant to the post.

This job description will be reviewed regularly and may be amended according to changing requirements of the School

*Mayfield is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share in this commitment*