

Job title: Administrator

The School Administrator helps to ensure the efficient and effective running of the School through a range of secretarial, administrative, and support duties

Remuneration: Will depend on qualifications and experience

Main Responsibilities

Communication:

- Communication with parents/carers via email, ClassDojo, telephone and in person
- Ensuring the school website, and ClassDojo and Facebook, are kept up to date
- Welcoming visitors and dealing with callers in a manner which reflects the positive and approachable ethos of the school

Administrative/financial:

- Keeping track of stock and purchasing (school equipment, pupil resources, uniform etc)
- Maintaining and updating the equipment inventory
- Processing invoices for Island Treasurer on a monthly basis
- Keeping accurate and detailed information on school spending as against the annual budget, and reporting this information to the Board, and liaising with the Island Treasurer about it, both on a regular basis
- Collecting and banking money as required
- Keeping records of Sark School Fund income and expenditure

Record-keeping:

- Operating the school's computer-based administrative system securely in accordance with school policies and practices
- Creating attendance registers and compiling attendance data
- Keeping up to date parent contact information
- Making initial inquiries in cases of unexplained pupil absence
- Maintaining pupil files and creating new pupil files as required
- Setting up new email addresses and chromebooks for new pupils/staff
- Creating, sharing and compiling data re parent, pupil and staff questionnaires
- Maintaining the Single Central Register for safeguarding purposes (recording staff and visitor information, DBS status etc)
- Attending relevant CPD such as safeguarding updates etc
- Reporting safeguarding concerns
- Keeping school calendar up to date (staff calendar and parent calendar)
- Producing minutes (staff meetings and Parent Forums)
- Assisting in regular reviews of school policies and Emergency Action Plan

Organising events:

- Organising travel and accommodation for off island CPD for staff
 - Organising travel, accommodation and activity bookings for school trips
 - Assisting with planning, running and collecting money for fundraising activities such as school fairs
 - Liaising with caretaker/contractors re building and equipment maintenance
 - Organising regular fire drills
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- Undertaking any other duties requested by staff and Board of Governors commensurate with the grading and responsibility of the job

Personal Skills**Ability to:**

- work effectively and supportively as a member of the school team
- work in an organised and methodical manner
- operate spreadsheets and demonstrate numeracy
- act on own initiative, dealing with any unexpected problems that arise
- demonstrate commitment to Equal Opportunities
- work under pressure and still keep a sense of humour!

The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school