

**Job title:** School 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.
- 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.