



**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
**SCHOOL ADMINISTRATOR**  
**JOB DESCRIPTION**



### **Duties and Responsibilities**

The School Administrator is responsible for organising and managing all the administration duties in the school. The School Administrator works closely with the Head Teacher on the day-to-day management of the school and works alongside the Bursar.

The main duties include:

#### **Office administration**

- Responsibility for the daily running of the school office – ensuring systems and equipment support the efficiency of the school – photocopiers, filing systems etc

#### **Communications**

- Communicating and liaising clearly and efficiently with the Head Teacher, Governors, parents, staff, children, and visitors to school, which include outside agencies
- Responsible for updating and maintaining communication areas of the School Website
- Communicating with parents, staff and governors through eSchools, including management of Parents' Evening bookings
- Responsible for updating School Literature, ie Prospectus, Staff Handbook, EYFS Induction Pack

#### **Admissions**

- Liaising with Oxfordshire County Council in order to administrate all school admissions and leavers
- Update the published admissions policy
- To publicise and promote open days for prospective parents
- To liaise with parents to arrange school tours
- To support parents through the secondary schools admissions process

#### **Attendance**

- To be the Attendance Officer for the school
- To work alongside staff to promote excellent attendance
- To ensure all attendance registers are completed accurately on SIMs
- To follow school policy of "first day contact" in response to absence
- Ensure all unexplained absences are accounted for
- To issue letters regarding lateness/absence

## **Personnel and Safeguarding**

- Ensuring all HR requirements are undertaken for staff recruitment and appropriate induction takes place for new staff
- Typing all necessary letters, documents and correspondence
- With the Bursar, to ensure personnel files are correct and up to date
- Responsibility for ensuring safeguarding is implemented with particular regard to DBS checks and maintaining the Single Central Record
- To support the school's commitment to safeguarding children and promoting their welfare

## **Reception**

- School reception duties including attendance and administration of first aid

## **Information Management**

- MIS Systems: Responsible for all areas of SIMS including staff and pupil records, School and Workforce Census, School Assessment Data, Migration and Transfer Files
- Emergency contact to all stakeholders in the event of an emergency or school closure
- GDPR compliance

## **Assessment**

- Inputting EYFS and end of Key Stage Assessment Data, and generating pupil attainment reports for parents
- Submitting data as required to the LA and DFE

## **General**

- To participate in training when required, compliance with all school policies, safeguarding procedures, health & safety, confidentiality and data protection requirements
- To contribute to the Catholic ethos, aims and values of the school

*The above is a list of key responsibilities but is not an exhaustive list. Duties may vary under the direction of the Head Teacher.*

Signed: .....

Date: .....