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**JOB DESCRIPTION**

**Position:** School Administrator – West Vale Academy

**Department:** West Vale School Office

**Pay Range:** Scale 5

**Hours of Work:** 37 per week (Term time only plus 5 days)

**Responsible to:** Principal

**Prime objectives of the post**:

To manage the smooth running of the office and the provision of a professional administration service for staff, parents and visitors.

**Membership of the Trust**

* To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
* To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
* To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

**Main duties and responsibilities:**

* Telephone and email duties, dealing with messages and information in a timely manner.
* Welcoming and attending to visitors to the school reception and ensuring safeguarding policies are adhered to.
* Maintaining the school dinner information, ensuring that numbers match the orders with the supply kitchen. Making changes to pupil’s meal patterns and producing menu cards as required.
* Overseeing the daily attendance, producing reports for tracking pupils’ attendance and for completing whole school returns to the MAT and DFE/LEA.
* Dealing with all aspects of ParentPay. Setting up new accounts, adding payment items, processing manual adjustments and chasing debtors.
* OOSC: managing voucher scheme, inputting income onto the finance system, arranging additional sessions and attendance logs, liaising with the Central Finance Team
* Accurately generating orders, in conjunction with the central Finance Team, and within budget allocations
* Checking delivery of goods to the goods received notes
* Liaising with the Finance Team with regard to required documents e.g. timely submission of staff overtime claims & payroll documents
* Input data into MIS including new pupils/staff and leavers, CTF transfers.
* Census and New Academic Year collation.
* School diary – collating dates, changes and additions.
* School communications - letters; emails, website, text/app messaging (Parenthub, Seesaw) etc.
* Coordinating the collection of funds for school visits, after school clubs and residential trips.
* Credit card orders and completing financial control sheets
* Petty Cash management ensuring funds balance
* Point of contact for general IT related queries and problems.
* Liaising with other schools, suppliers, parents and external agencies.
* To undertake reprographics work for the school and to ensure sufficient stock levels of general school stationery.
* Organisation of school office, ensuring filing is up to date and held adhering to GDPR.
* Supervise and allocate work to any assistants as required.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

**General**

* To uphold the Nolan principles of public life.
* To take part in any CPD activities appropriate to the role
* Attend school events as required
* Assist in school emergencies, as required.
* Attend relevant meetings and training sessions.
* Keep abreast of developments and changes in fields relevant to the role and communicate to staff / line managers as appropriate.
* To undertake any other professional duties as required by the CEO/Board