

**GREEN LANE PRIMARY ACADEMY**

The teacher

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| **Post Title** | **ADMINISTRATOR - JOB DESCRIPTION** |
| **Main Purpose** | The Administrator at Green Lane is responsible for supporting administrative, financial, safeguarding and organisational processes within school.  They also act as an initial point of contact for parents, visitors and other stakeholders. |
| **Duties and Responsibilities** | * Update manual and computerised records/information systems (specifically SIMS) and provide associated reports * Organise statutory returns to the Department for Education and Local Authority e.g. school census * Update and maintain the school calendar * Assist with managing the school’s email inbox, ensuring emails are forwarded to relevant staff and expected responses are made * Manage and organise the school’s admissions process, including the preparation of appropriate documentation * Manage new pupil induction, including associated records * Provide administrative support to senior leaders where necessary * Maintain the school’s record retention schedule in accordance with data protection law, ensuring information security at all times * Act as a first point of contact for parents and visitors * Deal with telephone and face to face enquiries efficiently and in a professional and supportive manner * Respond to messages promptly and accurately, passing on information to relevant staff members as necessary * Control access to school in-line with the school’s safeguarding procedures, including signing-in visitors, checking identification, notifying visitors of safeguarding and safety procedures * Maintain and update the Single Central record and complete all associated checks, such as DBS, identity, Right to Work * Support the recruitment process, collating applications and supporting with associated correspondence |