



### ST. ANDREW'S C.E. PRIMARY SCHOOL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Job details

<b>Job title:</b>	Administrator
<b>Grade:</b>	2B (Pts 9-13)
<b>Location of work:</b>	St. Andrew's C.E. Primary School, Vicars Hall Lane, Boothstown, Manchester M28 1HS
<b>Directly responsible to:</b>	School Business Manager and the Headteacher.
<b>Directly responsible for:</b>	To provide direct clerical support and general office duties to the School Business Manager, Headteacher, Staff and Governing body.
<b>Hours of duty:</b>	36 hours per week, term time only.
<b>Primary purpose of the job:</b>	School administration and office support.
<b>Post ref no:</b>	

#### Main duties and responsibilities/accountabilities

<b>General:</b>
<ul style="list-style-type: none"> <li>• Reception and telephone enquiries.</li> <li>• Use of reprographic equipment.</li> <li>• Filing.</li> <li>• Administration of first aid to pupils and dealing with children i.e. informing parents.</li> <li>• Other duties as may be required by the head teacher.</li> <li>• Be aware of and ensure equal opportunities for all.</li> </ul>
<b>Administration/Finance:</b>
<ul style="list-style-type: none"> <li>• To have overall responsibility for office administration, including dealing with visitors, telephone calls, emails and incoming post.</li> <li>• To provide administrative support to the head teacher, school business manager and other staff as authorised by the head teacher and school business manager.</li> <li>• To have responsibility for the administration and financial organisation of school trips and visits.</li> <li>• To manage the school fund account records.</li> <li>• To use the school financial system (FMS) to input orders and invoices under the strict supervision of the school business manager.</li> <li>• To be responsible for milk orders and milk returns.</li> </ul>

<ul style="list-style-type: none"> <li>• To administer miscellaneous monies i.e. book fairs, charity monies where the school online payment system cannot be used.</li> <li>• To use the SIMS system as required, to maintain pupil and staff records and to undertake relevant training.</li> <li>• To provide a confidential service to the head teacher, if required.</li> <li>• To manage the GDPR alongside the school business manager and head teacher.</li> <li>• To maintain the school single central register and visitor safeguarding checks (DBS).</li> <li>• To manage welfare staff</li> </ul>
<p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• To ensure all data records are inputted onto SIMS and up to date.</li> <li>• To supply general information to parents.</li> <li>• To communicate with parents via email, text and telephone.</li> <li>• To maintain daily attendance/school registers on SIMS.</li> <li>• To communicate with parents regarding pupil absence.</li> <li>• To monitor pupil attendance and liaise with the education welfare officer if required.</li> <li>• To administer admissions to school and to support new admissions.</li> <li>• To oversee the order of and sale of school uniform and equipment.</li> <li>• To monitor school meal numbers and liaise with the school kitchen.</li> <li>• To deal with pupil holiday requests in conjunction with the head teacher.</li> <li>• To be responsible for returns to the LA and any other outside agency if required.</li> </ul>
<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• To maintain and update the school personnel database.</li> <li>• To log and maintain records of staff attendance, sickness or other absence.</li> </ul>
<p><b>Safeguarding</b></p> <p>The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named Safeguarding Lead in school any concerns in respect of individual children.</p> <p>The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.</p> <p>To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.</p> <p>To undertake any other such duties that are reasonably commensurate with the level of this post.</p>
<p><b>Review arrangements</b></p> <p>The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.</p>

**Date job description prepared/revised: 1<sup>st</sup> October 2025**

**Prepared/revised by: M Platt (Head teacher)**