



Archdiocese of
Liverpool

INTRODUCTION		
	NAME OF POSTHOLDER:	
	JOB TITLE:	Administrator G3
	JOB PURPOSE:	To provide a comprehensive administration and financial clerical support to the school.
	Line Management:	Reporting to – Headteacher/Assistant Heads
	Liaising With:	Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.
	Salary Scale:	G3
	Working Time:	35 hours per week plus ten days non term time
	DBS Disclosure Level:	Enhanced
School Ethos		
• Work with the headteacher and colleagues to uphold the Catholic ethos and culture of this Archdiocesan school, securing the school mission statement and ensuring an environment in which staff and children achieve their highest potential. • • Actively support the school's policies relating to Religious Education, Equality and Diversity, Inclusion and Health, Safety and Well-being.		
Main duties and responsibilities		
· To manage and undertake a range of financial / accounting processes related to school fund and ParentPay and to assist with any promotion and marketing materials for the school. · Reception duties including responding to queries and complaints in line with the schools compliments and complaints policy. · To manage online and paper filing systems in line with the data protection policy and records management policy. · To produce a range of financial data and provide reports as required relating to school fund and ParentPay.		

- To be responsible for a range of administrative duties and IT tasks.
- To maintain and update manual and computer records/returns management information systems.
- To manage, input & extract data/information for analysis in order to produce detailed reports as requested.
- To order equipment as required and to maintain stationary and consumables for the whole school.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies.
- To maintain and collate registers, pupil reports and any other information as required by the school, LA or DFE.
- To ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries liaising with the headteacher as required.
- To schedule school visits for outside agencies, linked schools and parents.
- To manage visits and visitors as the school's educational visits co-ordinator.
- To manage the administration of school lettings and other uses of school premises if appropriate.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff. (Additional payment)
- To organise and co-ordinate supply cover as requested by senior teaching staff.
- Comply and assist with the development of policies and procedures relating to administration, as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders in line with the school equality policy.
- Maintain the confidential nature of information relating to the school, it's pupils and parents, acting in accordance with the Data Protection Act 2018 at all times.
- Participate and engage in training and appraisal.
- Undertake additional duties as reasonably requested by the headteacher.