



Evelyn Street Primary School

JOB DESCRIPTION

POST TITLE:	Business Administrator
GRADE:	4 Scp 6-7 (£25183 - £25584) FTE
HOURS OF WORK:	20 hours a week term time plus inset days
REPORTS TO:	Business Manager
RESPONSIBLE FOR:	A safe, secure and welcoming environment into Evelyn Street Primary School and maintaining the day to day administrative elements of the school.

MAIN PURPOSE

Be the main contact person for all parents and visitors to the school and support the Business Manager in all aspect of the day to day running of Evelyn Street Primary schools administration. As the public face of the school, you will be expected to maintain and promote the ethos of the school in all your dealings with pupils, parents and visitors.

JOB PROFILE

Main elements of the role

- Providing a professional and welcoming reception service.
- Controlling access to the school, logging visitors on and off site and issuing appropriate badges to visitors.
- Answering the phone and relaying messages to staff efficiently and effectively.
- Receiving and distributing incoming letters and parcels and taking mail to the post-office.
- Supporting the Business Manager in helping with admissions enquires and issuing prospectuses, and providing other additional assistance as requested.
- Helping to arrange tours of the school for prospective families.
- Assisting with the organisation of open days, parents' evenings, performances and other school functions.
- Organising school trips and events, visitor assemblies etc.
- Support the organisation of after school clubs and maintain registers

- Keeping the main reception areas clean and tidy and providing visitors with refreshments.
- Supporting the administration work of the office, Business Manager, Head of School and Executive Head teacher eg typing letters and preparing weekly newsletters
- Providing reprographics support.
- Maintain ParentPay cashless system with support from the Finance Officer
- Maintain Parentmail parent messaging service
- Meeting any other reasonable request that helps with the efficient running of the school.
- Maintain and update pupil records in Arbor and CTF transfers to ensure accurate information is stored securely and available for use by appropriate personnel only.
- Contribute to the operation of the school and nursery waiting list.
- Prepare routine statistical information for use by Senior Leadership Team (SLT).
- Collate information, format, prepare and distribute school newsletters.
- Receive goods and other items, ensuring they are passed to the correct budget holder.

SUPPORT OR THE SCHOOL

- Maintain high professional standards of attendance, punctuality and appearance.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of WPAT.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Any other duties commensurate with the grade as directed by line manager.

NAME:.....

SIGNED:.....

DATE:.....