

Department of Education Sport and Culture Job Description

Job Title: School Administrator

Dept/Division: Education, Sport and Culture

Grade: Pay Band 7

Responsible To: Executive Headteacher

Hours of Work: The post holder will be employed for 30 hours a week, Monday to Friday term time only. Hours of work will be agreed in consultation with the Executive Head Teacher (EHT) to best suit work practices and demands of the school.

Purpose of the Post

To ensure the smooth operation of the school by undertaking a wide range of financial, administrative, I.T., reception and general duties and by liaising with other agencies, staff, parents, pupils and members of the public, as required, maintaining confidentiality at all times.

Main Duties of the Post

Whilst there is some variation in duties across schools, the following range of duties may be expected of a school administrator:

1. Financial

Monitoring and administering all school budgets, including departmental and School Fund, in consultation with the EHT and in compliance with the Isle of Man Government Financial Regulations, including:

- Placing orders, processing related paperwork and computerised records and preparing invoices for payment.
- Entering data onto the school's computerised accounting and pupil record systems.
- Administering "Parent Pay" or similar system as necessary to support the smooth running of school meals (Daily Balance sheets).
- Produce weekly financial reports for departmental officers, reconciling dinner monies received.
- Reconciling budgets against budget reports and following up queries.
- Recouping outstanding debts for dinners and any other monies as appropriate.
- Collating, banking and accounting for all monies collected by the school on behalf of the Isle of Man Government and School Funds.
- Production of school fund accounts in preparation for audit.
- Maintaining petty cash records for audit purposes.
- Keeping the EHT informed of the current financial situation, any changes made to the Financial Regulations and procedures, and recommending any virements necessary.
- Advising school governors of the school's financial position and answering any queries, as required.
- Complying with all end of year financial procedures and ensuring that the deadlines set by the Department's Finance Division are met.
- Attending relevant financial training courses.
- Acting as a Purchase Cardholder for the school credit cards.
- Recording purchases, collating receipts on the transaction log for the school Purchase Cards.
- Reconciling transactions and following up any queries of the school Purchase card.
- Using the online Education Supply system, processing & coding supply forms - teaching and non-teaching.
- Processing salary reclaim forms.
- Forecasting annual spends, such as paper, printing/copying costs and SENCO Supply costs.
- Updating financial filing records - archiving and removing records as necessary.
- Stock taking and financial reconciliation of school uniform.
- Setting up payments systems, recording and receipting payments and producing documentation for payments of trips and school uniform.
- Checking deliveries and ensuring correct as per orders.

2. Administrative and I.T. Duties

- Administering the "Arbor" system (pupil attendance and information system) as necessary including daily reports.
- Collating information for word-processing, copying and distributing, school information booklets, newsletters, notices regarding school events and trips, etc.
- Making travel arrangements for individuals and classes, e.g. booking venues and transport and completing all forms relating to school trips both on and off the Island.
- Supporting staff with the induction of new children to the school, including showing parents and children around the school when necessary.
- Acting as the secretary to governing body meetings, including the dissemination of agendas in consultation with the chairman of the governing body and/or the EHT, the collation, copying and circulation of all agenda papers, taking minutes at meetings and ensuring that all necessary follow up action is taken.
- Arranging elections for school governors.
- Record keeping in respect of free school meals, daily dinner lists, class lists, admissions and transfers, accidents, school photographs, staff attendance, lost property and emergency telephone numbers.
- Collating, preparing and maintaining school meals and liaising with kitchen staff regarding numbers and dietary requirements.
- Following school procedures for pupil attendance and registration, maintaining records and preparing all returns, including the attendance return for "looked after children".
- Contacting parents/guardians regarding child absences and liaising with the Attendance Officer, where necessary.
- Complying with health and safety procedures for the reporting of minor and major incidents.
- Ensuring GDPR legislation is adhered to within the school office.
- Arranging teaching and non-teaching supply cover in conjunction with the EHT and / or Head of School (HoS).
- Maintaining staff attendance and holiday entitlement records and liaising with Central Services regarding absences.
- Designing new forms and spreadsheets for use in the school.
- Acting as stationery co-ordinator and maintaining school uniform stock, dealing with orders and invoices, as required.
- Maintaining school diaries and similar routines.
- Attending relevant training courses.
- Develop and maintain filing and other office systems.
- Processing DBS forms and sending them to Home Affairs.
- Booking training courses with CPD bookings for all staff.
- Updating annual filing records - archiving and removing records as necessary.
- Maintaining medical information on children.
- Updating the school inventory, adding and deleting items as necessary.
- Using Jobtrain to create vacancies and inform OHR of the status of open vacancies within school.
- Administering daily medication or being witness to administration of daily medication to children.
- Being first port of call for photocopier/printer help - consumables etc.
- Sending out and chasing outstanding Pupil Record and Parental Consent forms then updating all the information within a certain timeframe.
- Reporting monthly attendance figure to the Department of Education, Sport and Culture and informing the attendance officer of any pupils who fall below the recommended attendance figure on a monthly basis.

3. Reception Duties

- Answering telephone calls, dealing with enquiries and taking messages, as necessary.
- Dealing with all visitors to the school, including parents and other members of the public, the school nurse, speech therapists, clergy, suppliers, police, attendance officers, Works Division staff, contractors, etc.

