



Christ Church Primary School, Hampstead

School administrator

Advert

September 2018

Availability for a handover period before September would be desirable

Part time

Three/four days per week

Some flexibility over days of the week would be desirable

Hours: 8.15 – 4.45

40 weeks per year total

(39 weeks in school

plus 3 INSET days per year

plus 3 additional days – could be other INSET days or days before the beginning of terms)

Salary: Depending on experience

There would be a two-term probationary period for the role.

We are looking for a keen, organised and flexible school administrator to join the small admin team in our busy and friendly school. The post would include some specific administrative tasks for our school as well as a role in our reception area, greeting visitors and dealing with enquiries.

We are looking for someone who has

- excellent written and spoken communication skills with children, parents, colleagues and visitors
- competent and confident IT skills
- experience and understanding of working in a busy school setting
- great organisation and time management skills
- the ability to show initiative, be flexible, learn new skills and work with and get on with others

We can offer you

- happy and supportive colleagues and well-behaved children to work with
- a well-organised school located close to Hampstead Tube and Hampstead Heath

Please see the school website for an application pack.

Closing date for applications is 9am on Thursday 17th May.

There is some flexibility over the job description and hours/days which can be tailored to meet the specific strengths of the right candidate. Potential applicants are encouraged to contact the head teacher for an informal discussion to find out more about the role.

Christ Church School is an equal opportunities employer and welcomes applications from all.

Please be aware that all successful candidates will need to undergo a full, enhanced DBS check and other safeguarding checks – please refer to our safeguarding summary sheet for more information.



Christ Church Primary School, Hampstead

School administrator

Job description

General

1. Understand that safeguarding is of paramount importance and follow all school safeguarding policies and practices, reporting any concerns to the Designated Safeguarding Lead immediately.
2. Maintain positive and professional relationships with children, other staff members, parents, governors, visitors and all those who communicate with the school.
3. Follow all school policies including those in relation to communication, equalities and health and safety.
4. Maintain confidentiality of matters dealt with in the course of the role.
5. Work and communicate effectively with other part-time administrative staff to hand over information and tasks over the week.

Finance duties

6. Deal with all cash payments made to the school, including charity collections and monies paid by parents. This includes counting cash payments, ensuring cash is kept securely and preparing cash for banking.
7. Manage the school's petty cash, keeping records of cash payments and arranging for the drawing of additional funds when needed.
8. Collect paperwork relating to all orders made on behalf of the school and track these orders and deliveries.
9. Collect all invoices which arrive at the school via post or email, matching orders, deliveries and invoices and prepare all invoices for authorisation by the head teacher.
10. Prepare cheques for signature and/or make payment transfers in relation to authorised invoices.
11. Investigate and research options for new contracts for services or suppliers, making comparisons and preparing information for the head teacher and governors.

Additional finance duties related to the following areas could be included in a job description for a suitably qualified and experienced candidate:

- *entering of all transactions into the school's finance system*
- *budget setting*
- *budget monitoring, monthly reconciliations and quarterly returns*
- *three-year financial planning*
- *provision of financial reports for the head teacher and governors*
- *liaison with the LA finance and payroll teams*

HR duties

12. Maintain organised, up-to-date and complete personnel files for all members of staff.
13. Draft contracts and provide all relevant starter forms for new members of staff.
14. Support the head teacher with administrative tasks related to recruitment, e.g. reference requests, standard communication with applicants, induction programmes, ensuring safer recruitment procedures are followed.
15. Monitor and record all staff absences, producing annual staff attendance report for governors.

Health and safety/premises duties

16. Maintain an overview of all health and safety and premises contracts, ensuring school policies and health and safety guidelines are followed and that necessary records are kept.
17. Have an understanding of new or updated health and safety practices and responsibilities, with a willingness to undertake regular training in this area.

Reception/front of house

18. Ensure that all visitors to the school, including parents, are received and dealt with in a polite, sensitive and helpful manner and that any persons admitted to the school are done so in accordance with our safeguarding policy.
19. Ensure that telephone calls to the school are answered and dealt with in a polite, sensitive and helpful manner. To direct callers or take messages as appropriate.
20. Ensure email communication to the school main admin address is dealt with in a timely, polite and helpful manner, distributing emails to others where appropriate.
21. Use own initiative and follow given instructions to answer and deal with routine queries in person, by telephone or by email where appropriate.

Administrative duties

22. Assist the head teacher and all teaching staff with general administrative tasks, such as dealing with routine correspondence from parents/others, arranging meetings, typing and photocopying, as and when required.
23. Maintain a tidy, welcoming and organised office/reception area.
24. Open and distribute post and open, unpack and distribute school deliveries where appropriate.
25. Organisation of rooms (with support of site services officer), equipment and catering for training, meetings and other events.
26. Add up and report school dinner numbers to the kitchen each morning.

Admissions

27. Support with the head teacher's parent tours of the school, providing an overview of admissions arrangements for prospective parents.
28. Deal with all telephone, email and in person queries in relation to admissions, providing accurate and clear information about admissions criteria, application processes and waiting lists, and making records of all conversations about applications.
29. Maintain waiting lists and files of supplementary forms.
30. Following head teacher authorisation and following the published admissions criteria, make offers of places for in-year admissions.
31. Liaise with Camden admission team and the Governors Admissions Committee regarding offers of Reception places.
32. Prepare agreed packs of information for new parents.

Website

33. Upload information to the school website as directed.
34. Liaise with the website manager for larger maintenance tasks or changes.

School Management Information System (Integris)

35. Maintain accurate and up-to-date information in relation to staff and pupils on the school's MIS (currently Integris).
36. Upload data for termly census and annual results to the LA/appropriate bodies – all data to be authorised by the head teacher.

Governors clerking and management of Governors Houses

37. Attend and minute all Full Governing Body meetings and Governors Committee meetings. (There would be additional payment for attendance at meetings which take place your usual working hours at school.)
38. Attend relevant Governors Clerk training or briefings.
39. Carry out other tasks to support the smooth and effective running of the Governing Body as and when directed by the head teacher and chair of the Governing Body.
40. Act as the point of contact for the tenants and agents of the two houses let by the Governing Body, liaising with contractors about routine maintenance and repair work to the properties.



Person specification

	Essential	Desirable
Communication	<ul style="list-style-type: none"> ○ Excellent written English ○ Excellent spoken English ○ Ability to communicate confidently, clearly and competently with a range of others including in busy and potentially-stressful situations. 	
IT	<ul style="list-style-type: none"> ○ Competent and confident user of computers and other forms of IT, with a willingness to learn new programs and systems and to work with new technologies 	<ul style="list-style-type: none"> ○ Advanced use of Word and Excel ○ Advanced use of Management Information System such as Integris
Qualifications and training	<ul style="list-style-type: none"> ○ Willingness to attend and learn from a range of professional development opportunities 	<ul style="list-style-type: none"> ○ Degree level qualification ○ Relevant IT or administrative qualifications ○ Range of relevant training attended
Experience	<ul style="list-style-type: none"> ○ Successful experience of an administrative and client-facing role ○ Successful experience of working with others in a team 	<ul style="list-style-type: none"> ○ Successful experience of an administrative role in a school ○ Successful experience of managing and monitoring a school or other similar budget ○ Successful experience of clerking or being part of a school governing body
Abilities and skills	<p>Ability to</p> <ul style="list-style-type: none"> ● Work as part of team ● Take direction from a range of colleagues ● Organise your own time and work load, prioritise effectively, work on several tasks concurrently and meet deadlines ● Be flexible, including changing your work plan and providing support outside your job description for the good of the children and school ● Analyse and interpret written and numerical data ● Maintain confidentiality, sensitivity and discretion ● Have a good sense of humour 	
Values	<p>A commitment to</p> <ul style="list-style-type: none"> ● Supporting the Christian ethos of the school and the school's mission statement ● Hard work and to the school ● All agreed school policies ● Your own development and training 	