



St Austin's
Catholic Primary School
Riverbank Road
Liverpool L19 9DH
Tel: 0151 427 1800

www.st-austins.co.uk



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| Role Title | Administration |
| Grade | PASS 5 (£26409 - £28624) |
| Job Reference | |
| Job Variation Reference | |
| School | St Austin's Primary School |
| Main purpose of the role | |
| To plan, develop and implement administrative, financial and organisational processes within the school under the general direction or guidance of senior staff. | |
| Core responsibilities and tasks | |
| <ul style="list-style-type: none"> • Handle complex reception and visitor enquiries. • Hospitality – welcoming visitors onto the school premises. • Communication with all staff via the school Gmail. • Update the school calendar with day to day entries • Organise more complex arrangements for school trips and events etc. • Contribute to the planning, development and organisation of support service systems, procedures and policies. • Assist in the recruitment, supervision, training and development of other support staff with school policies and procedures. • Carry out research, analyse and evaluate data and information and produce reports, information and data as required e.g. Attendance via SIMS. • Undertake word-processing and complex IT based tasks e.g. spreadsheets, including operation of relevant equipment and complex ICT packages including SIMS, ParentAPP, Website updates and the operation of office equipment. • Provide administrative and organisational support to the school and staff. • Undertake complex procedures including processing of complex forms, including those to outside agencies e.g. DairyLink, Admissions. • Administer the payroll diary for additional hours and small personnel matters. • Attend EWO meetings with the SENCO and take notes • Maintain and collate pupil reports on personal files • Monitor and control the school's uniform budget in reference to the school uniform shop. • Monitor and manage stock within an agreed budget, assist with procurement, catalogue resources and undertake audits as required. • Provide advice and guidance to staff, pupils and others. • Assist with marketing and promotion of the school. | |



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- Manage administration of facilities at lunch time.
- First response phone calls for pupil attendance
- Responsible for the input of the school's attendance data in SIMS, in line with legislation
- Produce and record weekly registers for all classes
- Prepare lists, information and run reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions
- Record pupil absence reasons
- Update pupil school meals daily
- Processing online payments from parents/carers for dinners, uniform and school clubs
- Head bump phone calls
- Assist with pupil welfare duties, first aid, looking after sick children and liaising with parents
- Work as part of a team, appreciating and supporting the role of other people in the team
- Undertake personal development through training and other learning activities including performance management as required.
- General administration tasks as directed by the School Business Manager/Headteacher

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the postholders Professional responsibilities and duties.

Knowledge, skills and experience

- Experience of development, management and operation of administrative systems.
- SIMS schools management system

Additional Information

- First Aid trained
- Y6 SATS check each May with School Business Manager