



The Charvil Piggott Primary School

School Administrator

Job description and main duties

To provide efficient, effective and confidential administrative services to the school and to assist with resolving enquiries, maintain a professional and welcoming Reception for visitors to the School.

The key responsibilities:

- Undertake the day to day administration duties including dealing with correspondence and telephone calls
- To be responsible for ensuring Reception presents a professional, yet welcoming, front for the school and deal with any enquiries in a professional and timely manner.
- To receive visitors to the school and deal with their queries, ensuring Safeguarding procedures are followed.
- To ensure that all messages (verbal, paper and electronic) which pass through Reception are communicated accurately, professionally and in a timely manner.
- To liaise with external agencies to arrange school events.
- To provide administrative and secretarial support.

Specific responsibilities

- Uploading of paper registers as needed to SIMS and printing daily registers
- Printing food order summary and prepare class lists for lunchtimes
- Put together a regular newsletter
- Undertake the management of First Aid and Medical provisions, to include stock-taking and updating pupil medical information

- To arrange and administer the School photographs on an annual basis: individual pupil and class photos
- Maintaining pupil records on SIMs, and inputting details of new students
- Unpacking of school deliveries and checking against delivery notes
- Liaising with school club providers re termly clubs. Generate club letters, process applications and prepare lists and registers
- To be a member of the team of school first aiders, attend training and provide first aid cover when required
- Deliver items to classrooms on behalf of pupils, or for teachers
- Assist with Office duties as requested by School Secretary or HT

- Provide administration support to teachers in booking a school trip, for example provide letter templates, gain coach quotes, complete funding spreadsheet, collect payments and prepare EV2 forms.