



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

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Headteacher: Don McGibbon



Job Description

Job title:	Administrator
Salary:	Scale 4, actual salary full time £25,765 (open to Part-Time applications too if able to fit as a job share).
Hours:	35 hours per week, term time only.
Duration:	1 st September 2024– 31 st August 2025 – Fixed Term Contract that may be extended.

Organisational relationships

Reports to the Office Manager/FSW and then the School Business Manager.

Specific duties and responsibilities of the position:

- To be responsible for the operation and update of the schools MIS system (Integris), ensuring all pupil data is kept up to date, liaison with the LA on all pupil data when needed and to generate reports for staff as required.
- Administration of school meals, the school payment system (SCO) including maintenance of pupil premium list and Free School Meals.
- Administration and monitoring of school's attendance data including daily phone-calls for unreported absences, liaison with Family Support Worker and weekly reporting to Head teacher.
- IT support for both administration and classroom including liaison with and between school staff, IT subject leader, Camden IT helpdesk and Camden technician.
- Cash collection, chasing payments, record keeping and banking including; day trips, school journeys, photographs and other ad hoc collections.
- Administration of termly clubs (sending out google form sign up and coordinating clubs lists and payment).
- Assisting with census preparation (under the supervision of Office Manager).
- Assisting with pupil data submissions and entering data on to MIS systems and submitting to LA (under the supervision of Office Manager).
- Administration and storage of essential medicines and administration of first aid.
- Administration of Trips/Letters/Packed Lunches.

General duties of the position:

- To liaise with parents, welcome visitors to the school and provide hospitality to visitors.

- To deal with all personal and telephone queries to the school office and to take and pass on messages as required.
- Administer deliveries and receipt of goods.
- Administering the school email administration box.
- School events – ordering food and preparation etc.
- To deal with all reasonable requests to the office from children and staff.
- To perform general office duties such as typing, photocopying and scanning.
- To undertake any other duties that the Headteacher may reasonably request.

Knowledge, Qualifications, Skills and Experience

Knowledge

- Proficient in using Microsoft Office systems including Word, Excel, Publisher and Google Suite.

Qualifications

- GCSE Grade C and above in English and Maths.

Skills and Experience

- Constructive interpersonal skills - ability to communicate effectively both orally and in writing, adapting to the needs of the target audience.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Ability to maintain accurate records and filing systems.
- Ability to work under pressure and ensure that deadlines are met.
- Ability to prioritise and organise own workload.