

## **Job Description    School Administrator    The Children's Hospital School at GOSH & UCH**

**Post title:** School Administrator

**Salary: Scale 6 (NJC Spine Point 17-20) Pro rata £30,900-£32,365**

**Hours :** Full Time 35 hours per week (8:30-4:30) Term Time + 1 week to be worked during school holidays at mutually agreed times

**Responsible to:** School Business Manager (SBM)

### **Purpose of the Job:**

To be responsible for the provision of an effective school administration service to support the efficient functioning of the Children's Hospital School at GOSH & UCH

### **RESPONSIBILITIES**

#### **Office Management & School Communications**

- To provide a first point of contact for all visitors, responding to enquiries or referring to the appropriate member(s) of staff.
- To manage all incoming postal, internet and phone correspondence
- Support editing and publishing internal school documents
- To support daily messaging systems for staff including information sharing through online newsletters
- To maintain ordering of stock including consumables and schoolroom teaching resources
- To collect data from staff and pass information to the Business team as required, including staff absence data.
- To liaise with NHS staff, school staff, parents, pupils and other parties on behalf of Leadership Team as requested
- Support organisation of staff events/conferences

#### **Pupil Support**

- Ensure data held on our bespoke MIS is accurate and current
- Enrol pupils on School MIS system
- Communicate with wards and families as requested by teachers
- Collate information for school census as required
- Maintain confidentiality at all times when managing pupil records
- Handle requests for translation and interpreting services

#### **Administrative Finance Support**

- Input purchase orders ensuring that all order verification and approval procedures have been complied with and ensuring best value for money is achieved
- Order goods and services from suppliers on behalf of budget holders.
- Check receipt of goods and services
- Input invoices with accurate codes on the school's Financial Management System
- Handle all queries regarding orders and payments
- Assist the School Business Manager with the provision of relevant information for preparation of the annual budget

- Assist the School Business Manager and other staff with researching other streams of income, grants

### **Premises & Staff Support**

- Lead daily Health & Safety check of schoolrooms & shared spaces
- Manage day to day contact with NHS Estates, Works, ZIP and other related premises support
- Management of staff shared areas/kitchens and consumables
- Organise half termly premises meeting with relevant key staff
- Support the monitoring of school premises plan with SBM
- Maintain storage overview of consumables and teaching resources at both sites
- Support the SBM in premises related improvement projects
- Manage rota for staff 'domestic' duties

### **Continuing Professional Development**

- Make use of the training opportunities offered by the School/NHS and outside agencies in order to complete personal professional development objectives as identified in the School Improvement Plan and/or in Appraisal Reviews.
- Maintain compliance with NHS honorary contract holder training/mandatory NHS training

### **Health and Safety**

- Ensure familiarity with, and observe, the Health and Safety Policies of the School and Hospital.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.

### **Safeguarding**

- Follow the Safeguarding Policies of the School and the Hospital and attend related training.
- Promote and safeguard the welfare of children and young people that you come into contact with.

### **School Policies**

- Actively implement all the School's Policies.
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that may not specified in this job description.
- Fully support the vision, ethos and policies of the school

**To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems.**

*Job descriptions are subject to reasonable change and will be reviewed in consultation with employees annually.*