

Position Title	Senior Administrator & Clerk to Governors
Location	Appledore School
Reporting to	School Business Manager
Grade	Grade D
Hours per week	37 per week, 39 weeks per year

Purpose of the Role

To provide administrative and financial support to the Senior Leadership Team, School Business Manager and varied front-of-house roles and responsibilities. You will work with existing administrative systems and processes and use initiative to proactively devise and implement new administrative systems to support you in your role and the smooth running of the school.

The role and work of the Senior School Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

The below list of roles and responsibilities is illustrative and does not include all roles and responsibilities.

Administrator Main Roles and Responsibilities:

Reception

- Front of house including security, welcoming and signing in visitors (including fire and safeguarding procedures), dealing with enquiries and message taking and giving
- Signing for deliveries and reporting any discrepancies/damages to SBM
- In the unlikely event of cash being provided, receiving cash payments and passing to SBM for inputting on School Money MIS

Finance

- The ordering, processing and payment for goods and services provided to the school
- To assist with the booking and financial arrangements for school visits to include maintaining records of parental contributions to educational visits
- Processing petty cash

Admissions and Attendance

- First day calling and security of attendance registers
- Provide SLT with absence information
- Maintain pupil records and files

Personnel

- Administration of the recruitment and induction process
- To maintain SIMS as appropriate
- Staffing for Meal Time Assistants in consultation with SBM

Stock Cupboard

- Organising a tidy and accessible stock cupboard
- Monthly audit of stock and agreeing order of new stock with SBM

Health and Safety and Medical

- Organise termly fire evacuation tests
- Correct storage of all medicines and checking they are in date (eg EpiPens)
- Ensuring class medical records are updated annually and for new children
- Regularly check of first aid stock and reordering as required

Clerk to Governors Main Roles and Responsibilities:

Purpose of the Role:

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors and the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidential requirements.

The below list of roles and responsibilities is illustrative and does not include all roles and responsibilities.

Meetings: the clerk to the governing body will

- Work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of Dfe and LA issues and is focused on school improvement.
- Produce, collate and distribute the agenda and papers
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the governing body meetings to prepare minutes.
- Keep a file of signed minutes as an archive record.
- Liaise with the chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the governing body.

Membership: the clerk will

- Maintain a database of governing body members with awareness of expiry of their terms of office.
- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Check with the LA, that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

Advise and information: the clerk will

- Advise the governing body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Take action on governing body's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on National Training Programme for New Governors and induction materials/courses made available by LAs and others.
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.
- Maintain records of governing body correspondence.

Professional Development: the clerk will

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
- Attend termly clerk to governors briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Job Holder (if in place): _____ **Date:** _____

Person Specification

Senior Administrator and Clerk to Governors



Safeguarding - essential	Safeguarding - desirable	Assessment
<p>Enhanced DBS clearance Right to work in the UK Commitment to implementing school safeguarding policies Participation in school safeguarding training</p>		<p>Application References Documentation Interview</p>
Education and training - essential	Education and training - desirable	
<p>An excellent standard of written and spoken English and mathematics (including strong passes in English and Maths GCSE's/O' Levels)</p>	<p>Minute taking</p>	
Previous experience, knowledge and skills - essential	Teaching experience, knowledge and skills - desirable	
<p>Strong ICT skills (including Microsoft Word)</p> <p>Administration experience</p>	<p>Proficient in the use of Google Classroom (including Google apps), Excel and a MIS Local authority or school administration experience Elementary finance experience</p>	
Other attributes - essential	Other attributes and skills - desirable	
<p>Administrative accuracy and ability to follow existing administrative processes and systems Highly personable with strong communication skills</p> <p>Responds positively and proactively to feedback and advice Flexible and resilient A collaborative and supportive team player A sense of humour (please!)</p>	<p>Ability to devise and implement administrative systems and process</p> <p>Previous experience working in a front of house / customer facing environment</p>	