

Job Description: **Education Administrator**

Reports to: Head Teacher and Office Manager

Hours: 8:00am-4:00pm Monday - Friday
Full time

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head of Service, Head Teacher and the post holder.

Main Purpose of the job

As part of the Education Team, the post holder will:

- Develop and maintain good working relationships with; parents and other family members, Local Authority personnel, external professionals and Staff.

Administration

- Reception 8am – 9am
- Additional reception cover when needed, eg to cover annual leave
- Answer external calls to Education Administrator extension
- Keep iSAMS up to date on attendance, referrals, admissions and leavers.
- Monitor the 'info@UGS' email and forward any relevant emails as necessary.
- Collect information and complete annual CENSUS
- Assist with Reg 44 and Ofsted inspections as needed
- Liaise and keep all relevant people informed of information as necessary around the children
- Ensure all relevant information is received for the children i.e. consent, personal information etc. from parents/carers/social workers
- Create and maintain comprehensive files for each young person
- Liaise closely with the rest of the admin team including Care Administrator and SENCo Assistant
- Print and send termly School Reports
- Daily update of calendar as needed with meetings, appointments, visits inviting/tagging relevant people
- Keep the pupil profile sheets up to date on the database and resave to server.
- Update notification checklist and send to relevant people
- Send (email) any daily paperwork to social workers/LA, save electronic copy and file paper copy.
- Ensure email groups are up to date and relevant (parent and Local Authority)
- To assist with school Archive when required

Attendance (inc. iSAMS)

- Collate daily attendance and report to necessary individuals. Keep weekly attendance filed and updated. Collate termly and year to date attendance along with overall school attendance summary.
- Notify Head Teacher/ Form Tutors of any child absence.
- Call parents for further information if child is not in school by 9.15am as per Attendance Policy

Admissions and Leavers (inc. iSAMS)

- Collate all child information and set up individual files; electronic and physical and add to all systems required
- Obtain previous school information including UPN/ULN

- Keep admissions book up to date
- Notify OLAN – out of county notification form completed to notify of any residential new starter from outside LA's.
- Archive electronic and paper files

Other Job-related Duties

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Head Teacher.
- All employees are obliged to adhere to the company code of professional conduct, which is produced in the Employee Handbook.
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews.

Safeguarding

The post holder will:

- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

Equal Opportunities

At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.

Health and Safety

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

Confidentiality

It is expected that all Underley Garden employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. If there is a breach of this confidentiality, this may result in disciplinary action being taken.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.