



3:6.2 Job Description for Executive Administrator

Name:

Responsible to: The Chairman of the Board of Governors and the School Principal

**Hours: 35 hours per week, 8.00am – 3.30pm with half hour for lunch
7 hours each day Monday to Friday in Term time.**

Primary Objectives:

- To assist the Board and Principal in the effective day-to-day running of St. Michael's Church School
- To agree to, participate in, uphold and support the special character of the School as outlined in the School Statute, Code of Ethics and Code of Conduct
- To abide by and implement the school's policies and procedures.
- To foster School/Parents/Parish community partnerships.

Key Tasks:

<p>Reception office</p>	<p>Greet and assist visitors to the school Deal with general staff, pupil, parent enquiries School emails – reply and distribution Mail – sorting and distribution Maintain, update and monitor School website and Facebook account Any correspondence for Principal and Staff Maintain staff detail database for Contracts and documentation Update pupil and staff personal details Terms 1 and 3 Obtain Police vetting of all support staff Keep Key register and control Hall bookings and liaison with persons hiring the hall All other school administrative tasks as needed eg photocopying Supervision and delegation of jobs to office assistant</p>	
<p>Pupil Management Systems</p>	<p>Maintain the School Management System (SMS) Collate Absences and follow-up on absent pupils Make bus bookings as required Book school activities, eg. swimming and excursions, and cost the excursions After School Care – lists, timesheets and assist Principal in arranging relievers Day to day IT – Password Control, alarms etc.- liaise with Teacher IC of IT and contractor where necessary Medications – administer to pupils and provide First Aid if needed Stand-downs and expulsions of pupils; assist Principal with documentation , appointments etc School Reports – June and December. Distribute database copies to classes. Proof all reports (text and layout) and type Principal's comments if required. Print final copy after Proofing, and distribute Prize-giving – book venue, type prize list, type all merit certificates, arrange engraving of trophies, book prizes and academic regalia hires. Type principal's speech, issue invitations, arrange catering</p>	
<p>Assist Principal</p>	<p>Keep Principal's diary and appointment scheduling Assist Principal in enrolment process, documentation, correspondence, interview scheduling, and maintenance of enrolment file, orientation days and projected roll Type, print and distribute Weekly Events Sheet to staff and Board Collate, type and distribute Term Events Calendar at end of each term Desktop publishing of Principal's Newsletter each month Prepare school notices of events as required School Magazine – scan photos and type all text. Arrange for printing Arrange Volunteers and Grandparents' morning teas, invitations, catering, etc. Attend Syndicate meetings if required Collate and do ICAS registrations Type Principal's reports for Board, Synod, Parish and PTFA as required Type Principal's reports, memos, notices for parents as required Other typing for Principal as required</p>	

Assist Board of Governors	Attend and keep Minutes of Board meetings Maintain Policy and Procedures file Assist Board members as required	
Manage Finances	Maintain XERO, MYOB and SMS Financial package – debtors, creditors, School fees, Sundry accounts, and payroll, budgeting, cash flow, reporting to Board etc Banking Stationery – collate class requirements at end of year, order supplies for beginning of year and maintain stock through year Order and purchase paper for photocopying Order and purchase Art supplies for School once per term Place orders and purchase resources etc, for Syndicates Purchase tea, coffee, milk for staff morning tea ASB banking – collect pupil deposits and bank them, liaise wit ASB representative Negotiate Contracts with contractors eg cleaning company and KONICA Keep the Maintenance book and liaise with Contractors, eg cleaning company, photocopy company, AlSCO, The Press, Anchor	
Ministry of Education contacts	Updating and collation of ERO documents every three years Maintenance of Ministry of Education online ENROL software Monitor Registration of Teachers MOE roll returns – March and July – documentation and digital reporting	
Parish contacts	Liaising with Church office Liaise with SMAA Property Trust over Maintenance matters	

Job Spec reviewed by Board July 2014

Ratified 14 August 2014 Review Mid-year 2015