



## CAMBRIDGE PRIMARY EDUCATION TRUST

### JOB DESCRIPTION – ADMINISTRATIVE MANAGER

This multi-academy trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to an Enhanced DBS Check.

<b>POST TITLE:</b>	Administrative Manager
<b>GRADE:</b>	Level 2-3 (dependent on skills/experience)
<b>SALARY RANGE:</b>	£17,681 - £21,074 per annum (pro-rata)
<b>HOURS:</b>	22.5 hours per week, Monday to Friday
<b>LOCATION:</b>	Histon & Impington Infant School
<b>RESPONSIBLE TO:</b>	i) Headteacher ii) Executive Principal for CPET

#### PURPOSE OF THE JOB:

To support the school in attaining its aims and objectives by providing an effective secretarial, administrative and welfare service within the establishment. In addition, to provide a clerical service to the school - supporting the collection, storage and retrieval of information.

#### Duties:

1. Front of house duties and management of reception ensuring that safeguarding practices are fully adhered to - this will also involve greeting visitors; checking identification documents; answering pupil queries; logging pupils on and off site; maintenance of accurate records in visitors' book and ensuring that the reception facilities are attractive and welcoming to visitors.
2. Typing/word processing as required and answering telephone queries.
3. Providing timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff.
4. Operating systems for recording, storing, retrieving and analysing information on pupils and producing the required reports. This includes: maintaining personal records ensuring that pupil's records are added or deleted from the system, as appropriate, and changes in circumstances are recorded promptly and accurately.
5. Management of pupil reception point answering queries e.g. from parents and logging pupils on and off the site.
6. Updating daily attendance/lunch records on pupils and the timely following of pupil absences.

7. Contacting parents and arranging for sick children to be collected by parents. Maintaining first aid supplies in accordance with regulations.
8. Responsibility for overall attendance records for pupils and liaising with the Education Welfare Officer/external agencies, when appropriate.
9. Responsibility for ensuring that GDPR policies and practices are adhered to across the school and meeting regularly with the Trust Data Protection Officer to ensure that all requirements are met and that, in the case of any data breaches, that these are reported promptly.
10. Managing and processing weekly school newsletters which are sent out to parents.
11. Maintaining up to date list of first aid and other training, ensuring that the school covers its statutory obligations.
12. Ensuring effective administration of pupil admissions into school including preparing and reviewing home-school communication to parents of children starting school.
13. Liaising with other schools to ensure that pupils records are passed on in a timely manner.
14. Sorting and distributing post. Operating outgoing postal system.
15. Any other duties, as required.