

We are seeking to appoint a School Administrator to work as part of our busy team. Excellent interpersonal skills are essential along with a flexible approach to work. If you are a highly motivated well-organised person who shows attention to detail and you are committed to the well being of children we would like to hear from you.

The successful candidate must be pleasant, helpful, conscientious, committed, enthusiastic and trustworthy individual, who also takes pride in their work.

JOB DESCRIPTION

POST TITLE: SCHOOL ADMINISTRATOR

REPORTING RELATIONSHIP:

To the School Senior Leadership Team

JOB PURPOSE: Under the direction/instruction of senior staff:
provide clerical and administrative support to the school.

RESPONSIBLE FOR

Administrative and receptionist duties –promoting a welcoming environment; promoting and supporting effective communication with school and parents, promoting and supporting effective day-to-day organisation within school

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

1. To undertake typing and word-processing accurately and in a quick and efficient manner as required by Senior Staff.
2. Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
3. To maintain and update manual and computerised records / management information systems as required including production of lists / information e.g. pupil data.
4. To operate and have knowledge of relevant IT systems such as Word and Excel, and Outlook and use the internet as appropriate.
6. To update and manage the attendance records, including inputting electronic attendance data, preparing and submitting returns such as the annual census.
7. To gather and collate news and updates from staff to upload to our school's Social Media account on a weekly basis.
8. Ensure that electronic and paper based pupil records are kept updated.
9. To assist in Health and Safety planning and audits with the support of the SLT and the school's Health and Safety consultant.
10. To ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
11. Provide administrative support duties including, photocopying, filing, laminating, completion of forms, registers and the school's Single Central Record.
12. To assist in the organisation, communication and bookings relating to educational visits.
13. To minute and take notes of meetings as required by Senior staff.
14. To provide cover / assistance to other members of staff as required.
15. To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.

16. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

17. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.

18. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

19. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

