

JAMES ALLEN'S GIRLS' SCHOOL

JOB DESCRIPTION

Title of Position: Staff Resources Administrator (Term time plus 2 weeks)

Responsible to: Assistant Head

Location: 144 East Dulwich Grove London SE22 8TE

Working hours: 8.30am-4.30 pm. (with one hour for lunch) during term time, plus 2 weeks (Before the start of the Autumn Term and the week after the end of the Summer Term). Paid as 0.8 FTE (pro rata).

Salary: £21,000-£24,000 per annum full time equivalent. This salary will be pro-rata'd to term time working.

The prime responsibility of the Post Holder is for the provision of a swift, efficient and comprehensive photocopying and administrative service to the teaching staff and (where appropriate) other members of the staff in the school.

The principal responsibilities are:

1. REPROGRAPHICS

- Photocopying work submitted by staff
- Maintaining photocopying machines within the Reprographics area, helping staff to operate/clear jams
- Calling out engineer when machines are not working
- Ordering toner, staples
- Ordering photocopying paper supplies
- Laminating
- Generally keeping the Reprographics area tidy and fully stocked with all the necessary forms, stationery etc.

2. ADMINISTRATIVE

- Typing letters, exam papers, reports etc.
- Formatting letters and sending out to parents via JAGS post as required
- Making sure staff have access to the forms and lists they require and keeping these updated
- Dealing with staff queries
- Using the iSAMS database to generate reports and entering data as required
- Posters, programmes and tickets for concerts and plays
- Labelling staff pigeon holes and updating the school/staff telephone list
- Maintaining the register of school mobile phones
- Internal post: collecting and distributing internal post from various sites around the school (three times a day) 10:00am, 1:00pm and 3:00pm
- To provide cover at Reception, when required
- Perform other Ad Hoc duties as may be reasonably required

3. SCHOOL REPORTS

- Collating school reports each term (using iSAMS)
- Checking all subjects submitted
- Entering data
- Typing corrections after reports have been read by the Headmistress and sending out via JagsPost when reports are complete

4. STATIONERY

This includes:

- Collating stationery orders from Heads of Departments at the end of each term
- Ordering diaries, teacher planners and mark books
- Ensuring that deliveries are correct and liaising with Schoolkeepers to ensure that they reach their destination
- Keeping Stationery cupboard stocked
- Ordering and providing stationery for examinations and for special events such as Founder's Day

5. INTERNAL EXAMINATIONS

- Administering the storage of internal examination papers and distribution to invigilators. This involves checking off all internal examination papers as they come in, storing them and having them available for collection by invigilators at the appropriate time.

KEY SKILLS AND EXPERIENCE:

The successful candidate should have the following skills and attributes:

Essential

- Previous secretarial, administration and/or reprographics experience.
- Ability to work as a team member as well as take own initiative where appropriate
- High level of literacy and grammatical accuracy
- Computer literate (Microsoft Office), with very good typing and desktop publishing skills.
- Strong interpersonal and people skills, able to relate to staff, parents and photocopier engineers with tact and discretion
- Attention to detail - layout of documents, posters & programmes.
- Flexible in approach and ability to remain calm
- Organised with the ability to prioritise work, meet deadlines and work under pressure
- Able to handle and lift boxes of paper and machinery

- Ability to maintain confidentiality as required

Desirable

- Experience of working within a school environment

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.