Job Description

**Job Title: Business Team Administrator**

**Name:** …………………………………………..

**School:**  Salcombe Preparatory School

**Role Outline**

**Key Purpose of the Job**

To provide an efficient, comprehensive, secretarial service to serve the school’s overall aims and objectives; ensuring staff, parents, pupils, visitors and third parties receive a personalised and professional experience by specifically supporting the Business Team.

**Key Accountabilities**

**Secretarial**

* Provide efficient and effective secretarial support to the business team within agreed timelines, ensuring the Line Manager has sight of all outgoing school communications.
* Assist as required the setting up, running and clearing up of all school events including taking of photographs and covering main school office
* Maintain and update SIMS with routine data and carry out routine data cleansing exercises as required.

**Contact**

* First point of contact for all prospective parents enquiries to include initial phone calls; emails enquiries and open day bookings
* Ensure the prompt delivery of all messages between staff, pupils and parents
* Ensure the Admissions voicemail is kept updated and activated on a daily basis

**Administration**

* Process all incoming/outgoing post, telephone enquiries and central office filing and archiving for the Admissions office
* Undertake requests from Business staff for photocopying, prepare and send out prospectuses and offer packs, setting up pupil files ensuring all information collected and recorded on SIMs, set up new families on ParentMail, convert documents to PDFs for website, updating marketing and business display boards, making marketing merchandise such as CDS etc.

**General**

* Provide administrative and backup support for the Business team including the main school office; to include raising purchase orders fort the business team and the checking off of all goods received to the school to support the Bursar.
* Respond to informal, reasonable requests within your skill/capability
* Supervise children during break times when needed
* Be willing to train in First Aid
* Be responsible for administering First Aid for minor accidents
* When required, administer admissions tests for new intake

**Safeguarding:**

* The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

***Salcombe Preparatory School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the role, including Enhanced CRB clearance. Any issues arising from references will be discussed at interview.***

Signed ……………………………………………………………………. (Post holder)

Signed ……………………………………………………………………. (Head)

Date ………………………………………………………………………..