Job Description: School Administrator (Pupil Support)

- **Reporting to:** Office Manager
- **Start date:** January or February 2018
- **Salary:** Ark Support Staff Pay Scale (Inner London), Band 5, Points 15 – 22.
- **Hours:** 37.5 hours per week (term time), plus 176.9 reserved hours to be worked as specified by LM and/or Principal

**The Role**

- To provide a high quality, comprehensive and seamless administrative support service in order to ensure the smooth running of the Academy.
- To be a key member of the Administration Team, supporting across pupil focused administrative areas.
- To manage the Academy’s sick bay, keeping medical records up to date and overseeing medical arrangements.

**Key Responsibilities**

- Ensure that the Academy’s administrative systems and databases are up to date and that relevant information is disseminated to appropriate members of staff in a timely manner.
- Assist with producing and distributing the Academy’s mail shots.
- Prepare and send external communications, including the Academy newsletter.
- Ensure that telephone and email queries are dealt with effectively and, where appropriate, taking the initiative to identify and handle issues that arise on behalf of the Academy’s leadership team and other staff members.
- Produce documentation in line with school standards, including presentations, correspondence, reports and spreadsheets.
- Provide administrative support to Heads of House as required.
- Provide support for the Academy’s Year 6 transition and induction events.
- Provide support for the reward and sanctions administration in the Academy.
- Support and liaise with the Finance and Music Departments in the administration of pupil music lessons.
- Support pupils to ensure that they are in the correct uniform and have the right equipment.
- Working closely with the nurse and Head of SEND to support pupils with medical conditions.
- Arrange pupil immunisations, liaising with the welfare team where necessary.
- As required, take ownership of various projects to meet the needs of the Academy e.g. admissions/pupil data, agendas/minutes.
- Provide general administrative support across the academy.

**Other**

- Undertake any other professional duties as reasonably directed by the Office Manager and/or Principal.
- Undertake training and development relevant to the post.
• To demonstrate flexibility and reliability to meet the needs of the Academy.
• To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
• To demonstrate discretion and an understanding of confidentiality at all times.
• To demonstrate a commitment to equality of opportunity for all members of the Academy’s community.
• To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
• To uphold the Academy’s polices with consistency and diligence, including the Academy’s Safeguarding, Health and Safety, and Equality and Diversity Policies.
Person Specification: School Administrator (Pupil Support)

Qualification Criteria

- Right to work in the UK (Essential)
- First aid qualification (Desirable)
- Maths and English GCSE grade C or above, or equivalent qualification (Desirable)

Experience

- Experience of running effective administrative and clerical systems, ideally within a school setting.
- Experience of using a range of ICT applications, including Microsoft office.

Personal Characteristics

- Genuine passion and belief in the potential of every pupil.
- Helpful, calm and positive nature with the ability to stay calm under pressure.
- Flexible and committed with a ‘can do’ attitude.
- Understanding of the importance of confidentiality and discretion.
- Resilient with the ability to take ownership of tasks.
- Efficient with a strong attention to detail.

Specific Skill

- Strong administrative and organisational skills.
- Excellent written and oral communication skills.
- Professional telephone manner

Other

- Committed to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.