

## Job Description – 2018

<b>Job Title:</b>	<b>School Office Administrator</b>
<b>Reports to:</b>	<b>Head's PA/Deputy Head</b>
<b>Department:</b>	<b>School Office</b>
<b>Hours per week:</b>	<b>37 hours per week - 8.30am until 5pm, Monday to Thursday and 8.30am until 4.30pm on Friday, with one hour lunch break</b>
<b>Key Working Relationships</b> School Office Team Head's PA Deputy Head Teaching Staff	
<b>Job Summary</b> Joint responsibility for running of the School Office. Overall responsibility for supporting the Deputy Head in all matters. Provision of secretarial/administrative support for members of the teaching staff. Assisting the Head's PA when required.	
<b>Duties and Responsibilities</b>  <b>School office responsibilities shared with team</b> <ul style="list-style-type: none"> <li>• Providing cover on reception when necessary, including registration of students.</li> <li>• Providing secretarial/administrative support for members of the teaching staff including the Leadership Team, typing and formatting letters, photocopying, faxing, taking and passing on messages.</li> <li>• Proof-reading such letters and making corrections where necessary.</li> <li>• Ensuring that letters to parents are approved by the Head/Deputy Heads and sent to Marketing in time for inclusion in the weekly e-bulletin.</li> <li>• Sending out electronically via Schoolbase any urgent letters to parents.</li> <li>• Ensuring that information on Schoolbase is regularly updated and that other relevant staff are informed of changes or additions.</li> <li>• Ensuring that an adequate supply of stationery and photocopying consumables is kept in stock.</li> <li>• Dealing with incoming and outgoing post.</li> <li>• Maintaining student files.</li> <li>• Checking data on new students' files against database entries.</li> <li>• Archiving files on an annual basis.</li> <li>• Checking student files before they are sent for electronic scanning/archiving with outside company, with particular attention to exam results.</li> <li>• Acting as reception staff at Old School for the Annual Open Morning.</li> <li>• Book service engineers for photocopier problems.</li> </ul> <b>Individual school office responsibilities</b> <ul style="list-style-type: none"> <li>• Taking photographs of all new members of staff, uploading onto schoolbase and producing staff identification badges.</li> </ul>	

- Taking photographs of new students who arrive during the school year and uploading onto Schoolbase.
- Updating Schoolbase with details of all new members of staff.
- Producing staff induction pack for new staff, including arrangements for new staff inset in June.

#### **Individual responsibilities to Deputy Head**

- Managing the Deputy Head's diary, organisation of appointments, planning travel arrangements.
- Organising regular and ad-hoc meetings for the Deputy Head with staff and parents.
- Administration and management of all paperwork for Educational Visits, letters to parents, collation of consent and behaviour forms, filing of risk assessments, lists of all students and staff on trips.
- Filing and chasing of Self Certification Sickness forms.
- Updating Staff Handbook on an annual basis and as and when required.
- Ensuring that all files relating to disciplinary matters and complaints are maintained and prepared for review.
- Providing all necessary administrative support for ISI Inspections.
- Dealing with all Deputy Head's general correspondence.
- Maintaining records of departmental spend on Deputy Head's credit card.
- Assisting Deputy Head with any other tasks that may be reasonably assigned.

#### **Individual responsibilities to Head's PA**

- Making travel arrangements for Head.
- Booking conferences for Head.
- Assisting with letters and email correspondence on behalf of the Head.
- Assisting Head's PA with any other tasks that may be reasonably assigned.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such

information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.