

Kings Langley School: Role Description Support Staff

Title of Post	Administrator
Grade (including allowances)	H3-H4(depending on experience)
Reporting to	School Manager
Date	March 2018
Time/Hours	37 hours, 41 Weeks per annum Monday - Thursday 8.00am-4.00pm, Friday 8.00am-3.30pm(half an hour unpaid lunch)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details)
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

- To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors, dealing with deliveries, sort and distribute mail.
- Provide student first aid/welfare duties, assessing student needs, looking after sick students, liaising with parents/staff, keeping medical records up to date including student medical list, medical reporting procedure etc.
- Provide general clerical support e.g. letter writing, photocopying, filing, faxing, emailing, completing routine forms, responding to routine correspondence.
- Provide back up support for the Attendance Administrator as and when required.
- Operate relevant equipment/ICT packages to undertake typing, word processing and other complex IT based tasks e.g. web site, Excel spreadsheets, handbooks etc.

- Assist with the maintenance of the school web site, collate and disseminate the school newsletter.
- Maintaining and administering the school postal system including the franking machine, postage, special deliveries etc.
- Provide organisational and administrative support for the member of SLT responsible for student rewards e.g. reward card system, designing and producing certificates etc.
- Provide organisation and administrative support for the new intake process.
- Administer the trips and visits process.
- Provide organisational and administrative support for school events, for example, new intake evening, open evening, parent teacher consultation evenings etc.
- Maintain and administer the school's locker system.
- Maintain and administer the school's security badge system including taking photographs.
- Administer all aspects of the music lesson process in liaison with the music department. Responsible for the financial administration and reconciliation of the music tuition service and related journals in FMS and debt collection.
- Administer the purchase order system, place orders, and deal with returns and associated queries.
- To carry out such other duties as required, and as are commensurate with the grade of the post.

Knowledge, Skills and Personal Attributes

- Be well organised and meticulous in record keeping in particular general and financial administration, filing, planning and letter writing.
- An ability to use relevant technology to an appropriate level, for example, computers and peripherals, photocopiers etc.
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller
- Present a courteous and friendly manner to all visitors to the school, having due regard to "customer service best practice" attributes.
- Have good numeracy and literacy skills, with a focus on good grammar and spelling
- Ability to relate well to students and adults.
- Exhibit high moral standards in dealing with confidential and sensitive situations.
- Appropriate knowledge of First Aid.