



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Job title: Administrator - Maternity Cover
Full Time, 52 weeks per annum
Hours: 8.15am to 4.30pm
Kent Range 4 (£17,189)
Required immediately until 4 October 2019 (expected)
Closing date: Monday 4 June 2018 at noon
Interviews from: Tuesday 5 June 2018

Responsible to: School Office Manager

Overall Responsibility:

- To work within the school office team.
- The production of letters, in particular trips and their distribution via ParentMail/Schoolcomms.
- Assisting the Deputy Head with Sixth Form admissions including all correspondence.
- Assisting the Office Manager with new entrants admissions.
- Distributing, collating and inputting of all data collection forms.
- Assist the Attendance Administrator with overall attendance.

Duties/Accountabilities:

1. Cover Main Reception when necessary, meet and greet all visitors, issue passes and ensure all visitors sign in and out.
2. Answer telephone calls and pass on messages to staff either verbally or via email.
3. Deal with enquiries from parents, staff, contractors and couriers daily.
4. Provide general secretarial support to all staff.
5. Ensure all letters are uploaded onto the shared drive.
6. Maintain student records in SIMS as required.
7. Prepare and maintain staff sign-in sheets, fire drill registers and staff directory.
8. Filing of student documents using MStore and maintain CPD records.
9. Undertake ad-hoc projects as required by the Office Manager.
10. Undertake Schoolcomms and InVentry training.
11. Account for pupil attendance daily in conjunction with the Attendance Administrator.
12. Maintain archives, form tray allocation and Main Reception photographs.
13. Process and distribute incoming post and prepare outgoing post including franking.

Health and Safety:

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with health, safety and welfare.
3. Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination act, Access to Work, Equal Opportunities, Child Protection.

Skills:

1. Excellent written and verbal communication skills are required.
2. Be a confident user of Outlook, Excel and Word. SIMS experience is highly desirable. Typing Speed 50wpm.

Continuing Professional Development:

1. In conjunction with the Office Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the performance management process – evaluating and improving own practice.