

**Park High School  
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Post Details: Administrator (Times: 8.00am -4.00pm - flexibility required)**  
**Scale: H03 – H04 (depending on experience)**

**Responsible to: Office Manager**

**JOB OVERVIEW**

**Responsibility for the day to day administration of the School Office**

**Responsibility for the updating and maintenance of SIMS**

**Key Responsibilities:**

- Inputting and keeping up to date all student's details on SIMS
- Assisting the Office Manager with New Y7 Intake
- Using SIMS InTouch system to send all communication with parents
- Updating of the InTouch system
- Dealing with enquiries from stakeholders and outside agencies by telephone and in person
- Answering the telephone and helping at reception as and when required
- Covering Reprographics and Welfare as and when required
- Sorting and distribution of post and deliveries
- Administration of Free School Meals and Pupil Premium system
- Administration of SIMs ParentApp
- Administration of main Park High School emails
- Assisting with ParentPay administration
- General office duties such as creating letters, labels, filing, etc

To carry out any tasks that arise in the school office or within the Office Team. Training will be given as required. These tasks include but are not limited to:

- General administration
- InTouch/Parent App – school communication
- Ordering
- Data entry
- Cover for Welfare (First Aid at Work certificate required)
- Cover for reprographics
- Willing to undertake and make future use of any training which the school deems necessary or desirable.

In addition to the above, any other administrative task requested by the Office Manager, Business Manager and/or the Headteacher. The latter includes undertaking training as back-up for any role in the administrative office area.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs at Grade C and above education including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in a busy customer service related role</li> <li>• Experience of using Microsoft Office packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of using SIMs database</li> </ul>
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of people</li> <li>• Ability to work under pressure and prioritise tasks effectively</li> <li>• Ability to use own initiative</li> <li>• Good organisational skills</li> <li>• Ability to work confidentially and with discretion</li> <li>• A high degree of accuracy and reliability</li> <li>• Flexibility</li> <li>• Capability to acquire new skills as computer programs are introduced into school</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Excellent communication skills</li> <li>• Ability to work in highly pressurised environment</li> <li>• Innovative</li> <li>• Self-starter</li> <li>• Reliable</li> <li>• Committed to the principles and practice of equal opportunities.</li> <li>• Committed to student welfare and safeguarding principles.</li> <li>• Friendly and articulate with a good sense of humour.</li> <li>• A flexible approach and positive outlook.</li> <li>• Professional attitude to work and a "can do" approach; with a willingness to work as part of a team</li> <li>• To relate positively to students and be helpful and patient with good customer care skills.</li> </ul>	