**JOB DESCRIPTION**

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| **Job Title** | Curriculum Administrator |
| **Line Manager** | Director of Central Services |
| **Working Week** | 37 Hours per week |
| **Days per Week based on 37 hours per week** | 5 days 8.30 to 4.30 M,T,W,T & 8.30 to 4.00 F  30 minutes for lunch per day unpaid |
| **Weeks Worked** | Term Time Plus 37 hours (1 week) INSET |
| **Holiday Working** | 2 Weeks (37 hours x 2 = 74 hours) |
| **Pay Grade - FTE** | H3.14 – H3.17 |

**CORE PURPOSE**

To provide curriculum clerical and administration support to specific faculties within the school.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Provide clerical and administrative support to specific faculties to include:

* Providing administration for all trips, to include training new staff on Evolve as necessary
* Procuring and ordering of resources and tracking their delivery
* Recording income for revision guides and banking via Finance Department
* Providing budget updates for Faculties as requested
* Uploading information digitally as requested
* Managing stationery supplies
* Creating displays for Faculties as requested
* Providing administrative support for Intervention Sessions as requested
* Providing administrative support for events run by Faculties as requested
* Providing administrative support for the Detention System, sending notifications to parents via the broadcast email system
* Drafting standard letters for departments as requested, developing templates as necessary to be approved by the HOF and Communications Lead
* Providing other clerical and administrative support as requested

**See Faculty weekly curriculum tasks spreadsheet for more detail.**

1. Manage administration, organisation and communication regarding school trips, including training new staff on Evolve as necessary

**Equalities**

The post holder is required to be aware of and support difference and ensure that the school’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**SUPERVISION / JOB CONTEXT**

The post holder is managed by the Director of Central Services and works in conjunction with a small team of support staff in Finance, Communications and Student Services.

**CONTACTS**

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and all other visitors to the school.

**KNOWLEDGE EXPERIENCE AND TRAINING**

* Experience of clerical and administrative work
* Excellent numeracy and literacy skills
* Basic knowledge of first aid and willingness to attend training
* Efficient organisation skills
* High level ICT skills are essential (Word, Excel, and other Microsoft Office software)
* Positive outlook and willingness to work as part of a team
* Flexibility
* Understanding of the needs of the students
* Experience of Working on SIMS database – desirable

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to Human Resources Administrator for Personnel Records