



JOB DESCRIPTION

Prep School Administrator

(Part time – 7.30am to 1.00pm or 12.30pm to 6.00pm – Term Time only plus 10 additional days)

LINE MANAGER: Executive Assistant to the Head

Purpose and Key roles

To provide a comprehensive, confidential and accurate administrative service to support the Prep School and its staff including secretarial support to the Head of Prep and Deputy Head of Prep. To understand and ensure full implementation of school policies and procedures in particular relating to Child Protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and without direct supervision on all routine matters

Key Responsibilities

Administration

- Be responsible for confidential secretarial and administrative duties relating to all aspects of the Head of Prep and Deputy Head of Prep's work including diary management, correspondence (writing letters and drafting replies), taking minutes of meetings as required, managing filing, records and databases, exclusions and staffing.
- Independently manage and decide on priorities and ensure that all work is completed to the very highest standard. Accuracy and attention to detail is essential.
- To prepare letters and notifications to parents for the weekly bulletin on behalf of the Head of Prep and Deputy Head of Prep.
- To act as the first point of contact for parents, pupils and staff in the Prep School.
- Compile and ensure completion of daily attendance registers for all students in the Prep School and print out a daily summary and monthly statistics to hold on file. All students must be accounted for by 10am on each school day.
- Prepare Daily Late Report.
- Prepare and circulate Weekly Late Report for Heads of Year and Deputy Head.
- Prepare sign-in sheets as required.
- Fire Drill Procedure.
- Administer initial First Aid to Prep School pupils as required, tending to sick or injured

students, informing parents and reporting any serious accidents to the Pastoral Administrator.

- To ensure Lost Property is sorted and returned to Form Tutors where appropriate.
- To collect Prep mail from the Main School Office and distribute appropriately. All outgoing mail to be taken to the Main School Office at the end of the day for franking and collection.
- Administer postal arrangements and ensure the Franking machine is fully functioning in liaison with Reception.
- Maintain and administer student files.
- To assist Prep school staff with administrative duties as required.
- Manage the 'Prep Office' email inbox, acknowledging, answering or forwarding emails as appropriate.
- To administer the extra-curricular Clubs on offer in the Prep School on a daily basis.
- Contribute to the maintenance and updating of in-house administration systems including SIMS, SIMS Activities, Survey Monkey and others as required.
- Working knowledge of SIMS and other whole school systems.
- To update the Admin Recipe Book as required.
- To manage on-site visits to the Head of Prep or Deputy Head of Prep.
- Ensure the smooth running of Breakfast Club, Wrap Around Care, Independent Study etc. Including efficient administration of the procedures relating to pupil attendance at any of these options, producing registers, flagging numbers and ratios and proactively advising parties concerned. To provide and maintain accurate records to finance for billing.
- To liaise with Catering in relation to numbers of pupils attending before and after school activities that offer a food option.
- Liaising with Sports staff in relation to Sports Team sheets and permissions.
- Regular stock take of all stationery and items used by staff and additional items used by pupils so sufficient supplies are available, updating spreadsheets and liaising with Reception with regard to any ordering required.

IT Support

- Liaison with the IT Director to maintain basic IT support (e.g. changing toners, clearing paper blockages, carrying out other onsite requests).
- To support staff throughout the school with basic IT requests including sourcing hardware and software for lessons, preparation for assemblies and processing minor IT capital projects.

Additional Responsibilities

- Compile and manage the co-curricular activities of the Prep school including termly correspondence with parents and liaising with activity leaders and Pastoral Administrator as required.
- Logging and following up on facilities requests to ensure satisfactory completion.
- Be familiar with the role and responsibilities of the main Reception, Pastoral Administrator and School Administrator and be able to cover if required.

- To support the Head of Prep and Deputy Head of Prep with PR, events and marketing duties as required.

Other considerations

- Knowing the school regulations and Health and Safety Policy and being aware of and implementing the school rules and school policies, in particular Safeguarding of Children.
- Maintain register for Breakfast Club.
- To take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Executive Assistant.
- Cover as required.

The above statement of Responsibilities is agreed to be an accurate job description