



## Job Profile

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**Name:**

**Job Title:** School Administrator

**Reporting to:**

**Direct Reports:** -

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## Purpose of the Role

The Bridge AP and Schools provides day placements for SEMH students aged 5 to 18 years primarily with communication and interaction difficulties or specific learning difficulties such as dyslexia. Some may be on the autistic spectrum or have anxieties and difficulties that create barriers to learning.

As School Administrator you will play a pivotal role in providing comprehensive administrative support to the Executive Headteacher, SLT and HR Advisor.

You will be responsible for efficiently managing administrative tasks, facilitating smooth operations within the school, and contributing to the overall success of the SEMH (Social, Emotional, and Mental Health) school environment. Additionally, the School Administrator will oversee student referrals, ensuring timely and appropriate actions are taken to support student welfare and academic progress.

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## Key Responsibilities

- Assist the Executive Headteacher with administrative tasks including correspondence, scheduling meetings, maintaining records, and preparing reports.
  - Support the HR Advisor in administrative functions such as managing personnel files, processing payroll information, and coordinating staff training sessions.
  - Ensure accurate documentation and record-keeping, adhering to data protection regulations and school policies.
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- Receive and process student referrals from internal staff, external agencies, and parents/carers.
- Collaborate with relevant staff members to assess and prioritise student needs, ensuring appropriate interventions and support mechanisms are implemented.
- Maintain confidential student records, tracking referrals, interventions, and outcomes.
- Serve as a point of contact for internal and external stakeholders, providing timely and professional responses to queries and requests.
- Liaise with parents/carers, external agencies, and other educational professionals as required, fostering positive relationships and effective communication channels.
- Assist in organising and coordinating events, meetings, and school functions.
- Ensure compliance with statutory regulations, school policies, and procedures, particularly regarding safeguarding and confidentiality.
- Assist in the development and implementation of administrative systems and processes to enhance efficiency and effectiveness.

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support differences and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

This is not intended to be an exhaustive list, and the role holder is expected to undertake any duties reasonably required to fulfil their role and support the business objectives.

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#### Essential Requirements

- Proven experience in administrative roles, preferably within an educational setting.
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- Excellent organisational skills with the ability to prioritise tasks and meet deadlines effectively.
  - Strong interpersonal and communication skills, both verbal and written.
  - Proficient IT skills, including Google applications and database management.
  - Ability to handle sensitive information with confidentiality and discretion.
  - Demonstrated ability to work collaboratively within a team and independently with minimal supervision.
  - Understanding of safeguarding principles and commitment to promoting student welfare and well-being.
  - Flexible approach to work, with the ability to adapt to changing priorities and responsibilities.
  - Commitment to the ethos and values of SEMH education, with a genuine interest in supporting students with social, emotional, and mental health needs.
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### **Desirable Requirements**

- Relevant qualifications in administration, business management, or education-related fields.
- Knowledge of HR administration processes and procedures.
- Familiarity with SEMH strategies and interventions.
- Experience in managing student welfare or behaviour support systems.