



## **ADMINISTRATOR: JOB DESCRIPTION**

**37.5 hours per week, Term Time + 2 weeks**

### **LINE OF RESPONSIBILITY**

The administrator will be responsible to the Head teacher.

### **JOB PURPOSE**

The administrator is responsible for:

- The post holder will contribute to all aspects of the team's functions providing the highest levels of support and challenge to all team roles and the highest level of customer service to the wider school and community.
- To provide full administrative support, including organisational support for projects involving liaison with staff, pupils, parents and external stakeholders.
- To provide administrative support for school events including parents' evenings, Open evening and presentation evenings. This will include attendance.
- To follow the school admissions policy and all administrative duties required for admissions
- To undertake the maintenance of the school student database (SIMS) and collection of pupil data. Provide statistical reports of pupil information as requested
- Provide accurate information for various statutory returns and ensure accurate student data for annual CENSUS return.
- To support the Headteacher and Senior Leadership Team with administrative tasks
- Organising and managing the school's administrative and transport arrangements, financial administration, clerical and reception functions including that of its extended facilities, assisting as required.
- Providing admin support for the Head teacher, when needed.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

### **DUTIES AND RESPONSIBILITIES**

- To be responsible for administration and accuracy of SIMS computerised database system. Liaise and follow-up with phase leads and other members of staff any discrepancies in pupil data.

- To provide administrative support to the Senior Leadership team, including management of whole school projects and events under their direction.
- To be responsible for the collection of data from pupils or parents necessary for the accurate maintenance of databases and for the provision of student data reports for school purposes.
- To be responsible for ensuring the accuracy of the pupil database for the annual CENSUS return.
- To provide support to administrative staff on the SIMs database and associated software such as Parentmail. Provide support to teaching and support staff on retrieving information from the database
- To be responsible for the administration management of the school communications with regard to parent accounts, clubs etc in a timely manner.
- To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- To receive all incoming emails to the school admin e-mail addresses and forward to relevant staff members or deal with as appropriate.
- To be responsible for overseeing the administration of pupil admission procedures. Liaising with the Head of Year to provide suitable induction documentation for pupils admitted mid-year.
- To be responsible for administration of annual intake procedures. Liaising with the LA admissions department to maintain an accurate and on-going list of students to be admitted in September. Preparation and distribution of information packs to parents. Ensuring data entered on SIMs and Parentmail is ready for the new academic year.
- To be responsible for maintaining accurate changes to parent data via Parentmail. Make amendments on SIMs accordingly.
- Liaise with the system provider in the event of faults that may occur to the telephone system.
- To operate computerised systems using standard software applications including those used in the school office including Microsoft Word, Excel, Access and Outlook.
- To respond to telephone, written and personal enquiries from other staff, parents, the public, other borough employees, suppliers and other professional bodies, taking further action as required. To be responsible for the office filing system and to maintain school archives. To ensure confidential waste is disposed of.
- To be responsible for supplying and maintaining office equipment, e.g. photocopier.
- To liaise with parents and outside agencies;
- To be responsible for the school's transport system, deal with parent queries and act as a line manager for the bus drivers;
- Be responsible for the school census

- Update and maintain academy student and staff records both manually and electronically;
- Work on Parents Evenings as well as Open Days to represent the Academy in the best possible light;
- Take personal responsibility for Health and Safety of staff and visitors;
- Ensure the office environment is tidy and maintained to the best standard;
- Undertake first aid and fire warden duties;
- Provide admin support to the PA to the Head teacher and Office Manager;
- Flexibility with the working hours. The post will require occasional early starts and some late finishes.

### **Admin Support**

- The post holder will contribute to all aspects of the team's functions providing the highest levels of support and challenge to all team roles and the highest level of customer service to the wider school and community.
- To answer phone calls, keeping within a three-ring policy and ensuring customer service is kept to a high standard.
- Make a positive contribution to public relations by responding to all site visitors and telephone enquiries in a helpful and polite manner
- Extending hospitality as appropriate to all visitors
- To provide cover for the school office, as directed and when needed.
- To provide full administrative support, including organisational support for projects involving liaison with staff, pupils, parents and external stakeholders.
- Monitor access to the site, ensuring visitors sign in and out and are given badges as appropriate, in accordance with safeguarding procedures
- Effective response to internal door access for students
- Maintain the office filing systems ensuring that filing is carried out in a timely and accurate fashion
- Providing admin support for the Head teacher, when needed.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

### **Other duties**

- Undertake any task reasonably requested by the Headteacher or designated nominee
- Read, understand and adhere to the staff handbook and school policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents
- Support the safeguarding of staff and children
- Maintain positive working relationships with all staff, parents, children, trustees, governors and visitors
- Attend training courses as required
- Attend school functions as required

- Accompany children on educational visits and journeys when necessary as a first aider
- Assist with planning and organisation of special events across the school, including open days and any school events as required

## WORK CONTEXT:

The postholder will carry out most work in a classroom environment with some outdoor activities. Roles will require normal physical effort with a mixture of sitting, walking and standing as required by the activities. Postholder will support the teacher and other classroom support staff with behaviour management in accordance with school policies.

*Pioneer Secondary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for an interview. Pioneer Secondary Academy is an Equal Opportunities Employer.*

Signed..... Signed .....

Post holder

Headteacher

Dated ..... Dated .....

## ADMINISTRATOR: PERSON SPECIFICATION

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                                                                                                                                                      | Evidence                                                                                                                                     |
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| <b>Qualifications and experience:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Evidence of significant, successful administration experience to support the day to day operation of a school or company.</li> <li>• Experience of managing change and implementing new systems/procedures/controls.</li> <li>• Excellent planning and organisational skills High level of interpersonal skills</li> <li>• Eligible to work in the UK</li> <li>• Experience of using SIMS and Microsoft Office</li> </ul>                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Appropriate administration qualification/s and/or relevant further education qualifications.</li> <li>• Experience of preparing and presenting data and reports.</li> <li>• Experience of working within a school environment and with governing bodies.</li> <li>• Experience of working in a school or with young people</li> </ul> | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p> |
| <b>Knowledge and skills:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright and data protection.</li> <li>• Working knowledge of a range of administration procedures.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet,</li> </ul> | <ul style="list-style-type: none"> <li>• A current knowledge and understanding of appropriate education legislation and requirements, for example, school admissions, exclusions.</li> </ul>                                                                                                                                                                                   | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>                                                     |

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| database/s and internet systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                          |
| <b>Personal qualities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                          |
| <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one's own work and that of others to meet deadlines.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Able to follow direction and work in collaboration with the leadership team.</li> <li>• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Able to attend evening meetings and events if required.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul> |  | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |