

Job Description

Line Manager: Admin Team Leader

Grade: Scale F – points 6-7

Full Time: 37 hours per week, 39 weeks per year

Hours of Work: 8.00am – 4.00pm (3.45pm on Fridays)

Purpose of job:

- To assist in the general running and operation of the school office
- To provide a high level of quality administrative support service to the school stakeholders
- To maintain the school's management information systems (SIMS)
- To provide an efficient and effective front-line service to visitors, staff and students

Main duties and responsibilities:

- To provide administrative support across the College including all subject faculties and the business operations functions of the College as needed; Subject Faculty support, Attendance, Behaviour, Finance, Recruitment, Site Services, Events, Student Services, Exams as well as to college stakeholders including senior leaders and teachers in an efficient and confidential manner taking independent and pro-active action where appropriate.
- To maintain the school management information systems (SIMS), to include maintaining pupil and staff records.
- Manage and maintain manual and computerised filing systems; organise and retrieve information.
- Undertake research and data gathering as required and organise and present information for reports in a variety of formats.
- Ensure use of IT to full capacity in order to produce high quality documents including, but not limited to, the use of Excel, Word, Powerpoint and Publisher.
- To assist in the preparation of government returns.
- Manage verbal and written communications ensuring the highest quality presentation of documents.
- Liaise with parents, students and colleagues as required; ensuring matters are dealt with in a confidential and efficient manner.
- In the absence of the reception staff, provide a full reception service, dealing with visitors, pupils, deliveries, contractors and post as required ensuring the office and reception area is welcoming, tidy and professional.
- In the absence of the SLT PA, provide high quality administrative support and diary management to the College Senior Leadership Team.

General

- Other duties in support of the College as decided by the Headteacher within the scope of this post

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment