



## *Hazelwick School*

<b>JOB TITLE:</b>	<b>School Administrator</b>
<b>RESPONSIBLE TO:</b>	<b>Assistant Headteacher</b>
<b>GRADE:</b>	<b>6</b>
<b>HOURS:</b>	<b>21 hours and 45 minutes per week to be worked Wednesday to Friday plus 3 days to be worked on Inset Days and during school holiday periods</b>

**Overall purpose of the role is to:**

- **contribute towards the administration and academic needs of the students at Hazelwick School**
- **liaise with teaching and associate staff**
- **provide administrative support for allocated whole-school tasks**
- **provide general office duties as required**

**Responsibilities will include:**

- providing administrative support to the Assistant Headteacher (Curriculum and School Organisation), and other members of the Senior Leadership Team as required
- general correspondence, internal and external communications
- general data entry and analysis (e.g. SIMS), follow-up and resolution of queries
- maintaining SIMS 'InTouch' or equivalent to ensure accurate and timely e-communication
- running student report sessions: uploading and checking data; liaising with year teams; proof-reading; ensuring all reports are accurately and correctly printed and issued to parents within specified deadlines
- analysis of report data using SIMS and Excel
- providing administrative support in the organisation of such events as Parents' Consultation and Information evenings, Student Review Days and Awards Evenings
- data entry on SIMS
- liaising with external agencies as necessary
- assisting with production and analysis of data in support of Heads of Department
- to assist the cover manager when required
- to assist the SIMS data manager when required

**Safeguarding:**

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

**Other Requirements:**

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all school policies and procedures

The School Administrator will carry out such other duties as may be required from time to time.

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

Last updated December 2021