**School Administrator**

Job Description and Person Specification

Bishopsgate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Title of Post: School Administrator

Purpose of Post: This role covers aspects of the school routine including School Secretary and School Office administration

Status of Post: This is a permanent part-time appointment, subject to a probationary period of three months during which suitability for the post will be monitored and performance will be assessed. The appointment commences on 23rd April 2019

Hours: The School Administrator will be required to work 25 hours per week, term time only, Wednesday to Friday, as part of the existing administrative team.

Responsible to: The Bursar

**Tasks and Accountabilities:**

The following tasks serve to indicate the range of duties and level of responsibilities

involved. It is not exhaustive.

As School Administrator, a shared duty with other members of staff, you will:

* Manage all aspects of the School Office
* Field all incoming calls to the school and answer all enquiries from current or prospective parents, pupils, staff, outside agencies, sales persons etc.
* Be the first point of call for all visitors
* Maintain SIMS database and keep records on all children and parents updated
* Manage the School register (SIMS) twice daily and manage children’s absence, including printing and distributing rationalised absence list for lunchtime register and Music House
* Provide secretarial support to teaching staff
* Update and maintain all school lists and other information packs
* Assist staff in the organisation of school trips, including obtaining quotes for transport, booking transport, calculating costs and preparing permission letters to parents
* Liaise closely with the Registrar, Headmaster’s PA and Bursar’s Department
* Liaise and offer administrative support to the Social Committee and distribute information to parents
* Receive and sign for all deliveries
* Upload the School calendar fixtures and events onto the school website (Google Calendar)
* Prepare weekly bulletins of events, attend the weekly meeting with Catering and other staff to ensure smooth running of all School events
* Liaise with leaders of all After School Clubs and prepare lists of School Clubs and participants
* Organise return of cups and trophies for end of term assemblies and annual Speech Day
* Liaise with the Games Department regarding match teams, venues, times and arrange extra transport for matches if required (minibuses)
* Prepare timetables for Parents’ Evenings and liaise with parents for appointments
* Provide up to date information on attendance at school
* Ensure children sign in and out of school during the school day
* Keep a record of future absences of children on SIMS
* Liaise with Uniform Shop and Second Hand Uniform shop staff / helpers as necessary
* Photocopying
* Prepare and keep up to date contacts list for all Year Groups
* Prepare letters to parents as required
* Contact parents as required re sporting fixtures or other school activities, ensuring correct permission has been given
* Order stationery as required
* Receive and sort daily post
* Receive children who are unwell and liaise with School Nurse as necessary
* Keep room timetable for Vickers Hall, Performing Arts Studio and Chapel
* Provide maps and directions for parents going to support matches at away fixtures

**Person Specification:**

**Training:**

* Educated to A Level/Btech or higher

**Experience:**

*Essential*

* Experience of working in an office environment
* Experience using Microsoft Office products

*Desirable*

* Experience of working in the education sector
* Experience of using Google Suite
* Experience of working with SIMS

**Abilities and skills:**

* Very good IT skills, especially Word, Excel, Google Suite
* Ability to develop good relations with staff, both teaching and non-teaching, pupils, parents and governors
* Excellent planning skills
* Ability to multi-task and prioritise work effectively
* A good communicator and able to work at all levels
* Excellent copywriting skills

**Personality:**

* A real passion and enthusiasm for dealing with people
* Lots of initiative
* Team worker

**Professional Development**

The School will support and finance appropriate professional development opportunities as agreed by the Bursar. This will include appropriate training for the role.

**General Salary and Conditions**

* Salary will be circa £13,500 dependent on qualifications and experience
* This is a term-time role for approximately 36 weeks of the year with the normal working hours being broadly am or pm Monday to Friday. The contract will also require 8 days employment during the school holiday period (these days to be agreed in negotiation with the Bursar), and there will also be the need to work all In Service Days. However, the successful applicant must be prepared to work outside these hours occasionally to meet the requirements of the post
* The School participates in a Contributory Pension Scheme for support staff (currently a 7% employer contribution)
* Lunch is provided free of charge during term-time

**Safeguarding and Child Protection**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Child Protection Officer or to the Headmaster. All Bishopsgate staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).

**Health and Safety**

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

**Data Protection**

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Bill 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

**Review of Job Description**

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Bursar.

This job description will be reviewed at least once each year in the Michaelmas Term.

Person Responsible: Bursar