

Job Description

Administrator

Full time position 08.30 – 17.00 Monday to Friday during term time, with option for flexible hours during the school holidays

Reporting To: Administration Manager

Job Purpose

To assist the Administration Manager with maintaining a smooth running and efficient office by dealing with all administrative functions. To assist with the scheduling of regular events and meetings.

Main Duties and Responsibilities

- To arrange/assist with the planning and preparation of whole school and special events as required.
- To share in minute taking at meetings of the Leadership Team and other staff meetings as required.
- To manage the Sixth Form Scholarship process.
- To arrange the planning and preparation of Parents' Meetings.
- To be responsible for updating and submitting the ISC Annual Census data.
- To share in the responsibility and organisation of exeat and end of term transport arrangements for the pupils, and to be on call as appropriate.
- To update the School's MIS, prepare and disseminate correspondence with parents and staff and collate internal documents.
- To manage the arrangements for Confirmation Services alongside the Chaplain.
- To maintain absolute confidentiality and discretion at all times.
- To generate an environment of efficiency and provide a warm welcome at all times when greeting the visitors.
- To liaise with members of the academic and support staff as appropriate.
- To maintain a positive and supportive image both on and off the school site.
- To participate in any relevant staff meeting, working parties and INSET training and any relevant internal/external courses as recommended by the Headmistress or the Administration Manager.
- To undertake any other reasonable and appropriate duties for the benefit of the school.

Person Specification

	Essential	Desirable
Proven experience in providing successful administration support	X	

Previous experience of working within a similar role within a school		X
A strong commitment to the Downe House ethos, aims and aspirations	X	
Excellent organisational skills with strong attention to detail and accuracy and ability to manage projects and tasks end to end	X	
Ability to minute meetings accurately and disseminate key information efficiently	X	
Excellent working knowledge of Microsoft Office Suite software and good and accurate typing speed	X	
Good judgement and the ability to demonstrate initiative and common sense	X	
Ability to work unsupervised and on own initiative, quickly and calmly under pressure	X	
Ability to prioritise, meet deadlines, multi-task and recall information and facts with good attention to detail	X	
Able to use discretion, be tactful, honest, trustworthy and reliable	X	
Good literacy skills to prepare correspondence and reports, and maintain records to a high standard	X	
Excellent interpersonal skills, with the ability to communicate professionally with all 'customer' user groups within the school community e.g. pupils, parents, visitors	X	
The ability to work as a member of a team and perform to the highest standards	X	

Benefits

We offer a range of benefits and competitive terms and conditions including:

- Generous pension scheme, with employer contributions at 9%
- Delicious free meals daily
- Free onsite parking
- A modern gym and swimming pool facilities available for staff use at set times
- Life insurance
- Generous parental leave allowance
- A supportive induction programme on joining the school and throughout probation
- A variety of social occasions through the year including a Christmas and Summer Party held in the grounds, plus other termly events.

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.