Macintosh HD:Users:cls2:Desktop:RGSW letterhead template Folder:Links:RGSW_logo.eps**Job Description and Specification**

**School Administrator – RGS Dodderhill**

**Responsible to: School Office Co-ordinator**

**Responsible for: no direct reports**

**Location:** RGS Dodderhill where based plus RGS Worcester/RGS Springfield/RGS The Grange when required to meet operational requirements.

**Member of:** Education and Business Development Team

**General Purpose**

To act as a first point of contact for all day to day office queries from parents, pupils and staff. To welcome all new pupils and parents in a professional and informative manner. To provide an effective and efficient administrative service for RGS Dodderhill to ensure the smooth running of administrative matters.

**Key Tasks and Responsibilities**

**Administrator and Reception Duties**

Take and screen phonecalls; meet and greet visitors as required, ensuring all appropriate sign-in and communication with other staff.

Accept develiveries as appropriate and inform the relevant staff of these.

Distribute incoming post and collate outgoing post.

Update and maintain the parent portal with notices for parents as requested by academic staff and approved by the Head.

Capture and record all pupils absence information communicating with parents regarding collection arrangments.

Organise and assist with electronic diary management of key meetings for Senior Staff including the Head, visitors and event organisation.

Liaise with the wider academic team to arrange key speakers and visitors to the benefit of RGS Dodderhill pupils. Ensure visitors are appropriately vetted in accordance with Keeping Children Safe In Education statutory guidance.

With support from the RGSW Admissions and Marketing Team, produce tickets for distribution for School productions and events.

General office duties, post, filing, photocopying etc.

Co-ordination of parent’s evenings with the academic team, supporting the booking system.

Supporting with the production of School reports via the Parent Portal.

Order stationery and order and receive all goods, check these and process invoices for payment in conjunction with the Bursary at RGS Worcester.

Ensure that the Reception Office and meeting rooms of RGS Dodderhill are kept tidy and presentable at all times. Securing confidential and sensitive data at all times.

**Admissions Support Work**

Organise transfer days for new pupils. Including supporting the academic team with internal transfers of pupils to new year groups.

Liaise with the Senior School Registrar and the appropriate SLT member to ensure exam papers for new entrants are correct and an appropriate space and time has been arranged. Ensure that all interest in the School is documented and followed up on in a timely manner.

Input onto the Admissions database to ensure up to date and correct information is held at all times.

Utilise the Admissions database, ensuring updates are made as appropriate, to complete mail merges for the distribution of invitations and appropriate marketing material for prospective parents.

Support with the preparation of Open Days and other key events.

**School Finance Responsibilities**

Maintain the ‘petty cash’ monies keeping accurate records at all times for audit purposes.

Ensure all charging for billing is sent to the Bursary at RGS Worcester correctly and in good time.

Booking of courses and conferences for all RGS Dodderhill staff. Liaising with other RGS Schools where training may be of benefit to others.

Purchase and engraving of School trophies and awards as necessary. Collation of certificates and prizes for Speech Days.

**Trips and Workshops**

Support planning of costings for trips and work with the academic team to prepare appropriate communications including consent letters for parents to be sent via Schoolpost.

In conjunction with the academic team, book venues and trips.

Ensure payments are added to billings and liaise with the RGS Bursary to ensure accurate invoicing to parents as required.

Co-ordinate the booking of transport and mini buses as required.

Ensure annual driver declarations are completed for all relevant staff in conjunction with the Facilities Co-ordinator.

Book staff onto mini-bus driver training in co-ordination with the Purchase Ledger Clerk at RGSW Bursary.

**Other Duties**

To be First Aid at Work trained and to act as a First Aider as and when required.

Any other duties commensurate to the post and the reasonable request of the Head and line manager.

Occasional travel to other RGS Schools.

This job description as a new role to RGS Dodderhill will be regularly reviewed and at least once per year as part of the annual RGSW Performance Management process.

**Hours of Work**

The School office will be open 8am to 6pm. The School Administrators will be required to work hours that cover this, ideally 25 hours per week, term time only. Plus an additional 3 weeks to be worked during School holidays. Attendance at INSET and Open Mornings will also be required.

**Applicants should state their desired hours of work on their**

**application for consideration.**

**Job Specification**

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| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential** | **Desirable** |
| Strong Communication; both written and verbal | x |  |
| Professional Telephone Manner | x |  |
| Calm and composed in demanding environments | x |  |
| Able to build rapport quickly | x |  |
| Able to work on own initiative | x |  |
| Ability to be discreet and act with high integrity at all times | x |  |
| ‘Can do’ attitude and sense of humour | x |  |
| **Knowledge and Experience** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential** | **Desirable** |
| Experience of working within a team and working collaboratively | x |  |
| Strong IT Skills; data inputting, report generation, mail merges, social media, excel and word | x |  |
| Working knowledge of AppleMac Systems |  | x |
| Previous of experience of working in a School or other education setting |  | x |
| Previous experience of handling confidential and sensitive information | x |  |
| **Education** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential** | **Desirable** |
| Educated to A level or equivalent | x |  |
| First Aid Qualifications |  | x |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***