

School Administrator Job Description

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| Hours: | From 07.45 to 15.45 daily, term time plus 2 weeks |
| Department: | Support |
| Responsible to: | Bursar |

Job purpose

To offer administrative support to staff and students, deal with parental enquires and generally aid the smooth running of the school office.

Responsibilities

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| General: | Offer support to the Heads of Year and Senior Leaders to support the day to day running of the school |
| Data entry: | Entering and editing student data and producing relevant reports/analysis |
| Filing: | Student records and related correspondence |
| First Aid: | Provide first aid to students and staff. Formal training in First Aid at Work will be provided Ensure student medication is held and stored safely, and regularly reviewed to ensure it is in date |
| Other tasks: | As directed by the line manager and other senior leaders to be confirmed, e.g. Work experience |

Tasks

Organisation

- Answering incoming calls and emails
- After appropriate training, offer first aid assistance
- Distribute and despatch post
- Issue items as necessary e.g. locker keys
- Liaise with staff and parents on student information

Administration

- Enter student data in to SIMS (School Information Management System) and ensure the information is updated and maintained
- Enter late arriving students when required
- Add/edit student information for cashless catering purposes
- Assign students to classes for timetable purposes
- File parents' letter, student information and other related documentation
- Provide administrative support for Senior Staff and the Heads of Year including producing and copying letters to parents
- Produce class and teaching lists

- Issue free meal information to parents
- General word processing and administrative duties as directed by the line manager, deputy head and headteacher
- Under the direction of the senior member of staff involved, provide administrative support in the recruitment process
- Keep the office environment safe and ensure confidential student records are stored appropriately

Person Specification

Qualifications/Training – Essential requirement

Educated to A level standard or equivalent

Proven record of administrative efficiency with attention to detail

Essential qualities

The ability to communicate effectively and comfortably with all members of a diverse community

Experience of offering customer service to a range of clients (staff, parents and students)

Happy to work collaboratively with colleagues and stakeholders

Able to be professional and friendly with a welcoming attitude

Be flexible to undertake a range of duties as and when needed

Appreciate the need to work within procedures and guidelines in a heavily regulated environment

Show evidence of the ability to work under pressure in a vibrant and dynamic environment

Be committed to continued personal and professional development and ready to reflect on any lack of ability and to take constructive criticism to work on weaknesses

Committed to the safeguarding and welfare of children and young people

Essential skills

Sound IT skills and ready to use a range of software once trained to do so

An awareness of cyber security

The ability to use Microsoft Excel to create record and report data

Able to plan and organise work flows to meet deadlines

Have the ability to initiate and develop systems

Have an awareness of data protection regulations and an understanding of the need for confidentiality

Desirable

Previous experience in an educational or heavily regulated environment

An understanding of health and safety in the work place

Please note clearance through the Disclosure and Barring Service is necessary and candidates will be required to apply for this clearance. This can be organised by the school.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

