



THE FITZWIMARC SCHOOL

JOB DESCRIPTION

POST:	Administrator
RESPONSIBLE TO:	Administration Co-ordinator
BAND:	Scale 3 pts 5-6
POSTHOLDER:	
PURPOSE OF THE JOB:	To provide a broad range of administrative support to assist in the smooth day-to-day running of school operations.

MAIN DUTIES AND RESPONSIBILITIES

1. Carry out a wide range of administrative tasks to support staff and departments, including but not limited to the preparation of documents, reports, maintaining records, filing, photocopying, and data entry.
2. To provide administrative and organisational support for in-house events and fundraising opportunities.
3. Maintain and update student, staff and school information on the Management Information System (MIS) and wider registers for compliance with policies and procedures.
4. Support marketing efforts, including but not limited to, promoting school events, lettings, fundraising and job opportunities.
5. Answer the telephone and operate the school switchboard, take and distribute messages promptly and courteously.
6. To be responsible for the school's out-post function and franking.
7. Undertake reception duties, welcoming visitors and managing the signing-in process, in the absence of other staff.
8. To provide centralised support for distributing internal and external communications.
9. To undertake other administrative duties as required and directed by management.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by **(Postholder)**

And **(Headteacher)**

Date