

THE HOWARD PARTNERSHIP

SCHOOL ADMINISTRATOR JOB PROFILE (PRIMARY)

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S4 £7,063 - £8,263pa pro rata (£16,571-19,386paFTE)	School Administrator 18 Hours per week/39 weeks per year	<p>Directly responsible to the Senior Assistant.</p> <p>Directly responsible for no other staff members.</p> <p>To provide an efficient and accurate support service at Eastwick School. The jobholder will need to be aware of day-to-day office and school activities including school trips so as to be a point of contact for colleagues, staff, parents and visitors in a courteous and professional manner.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> To provide full administrative support for the breakfast club and after school club. Responsible for the administration of all trips and visits going out of school and email to relevant staff once trips have been organised Assist in organising School tours for prospective parents in conjunction with the Head teacher ensuring school prospectus supplies are available Under the direction of senior staff , organise and plan school events, e.g., Parents' Evenings, Achievement Evening and ensure an effective provision of service Provide a prompt, accurate typing support service as required for staff, including letters, forms, lists, working together with other administration staff to ensure smooth-running communication, internally and externally Assist in ensuring an accurate and up-to-date database is maintained (SIMS) with the ability to: <ul style="list-style-type: none"> Provide staff with details as requested in a timely and efficient manner Provide accurate details from the database for statistical returns required by the school, Dfe and LA meeting all deadlines Set up maintain pupil files, including starters and leavers and archiving when required, ensuring confidentiality and within a timely manner Deal with queries regarding past pupils effectively and efficiently 	<p>The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:</p> <ul style="list-style-type: none"> Able to use initiative Excellent inter-personal skills to all Levels Good attention to detail Good time management, well organised and able to prioritise workload, both individual and shared Able to work under pressure and to deadlines Able to work alone or in a team Punctual and flexible attitude Proactive and adaptable Hardworking and committed IT –Microsoft Office Relates to all levels of staff 	<p>Good education to GCSE level in English. Maths and Science or equivalent – Grade C and above or equivalent.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> Induction Training On Job Training Familiarisation with College policies and practice Support Staff Performance Management Programme Safeguarding Training <p>The successful candidate will be subject to a satisfactory enhanced Disclosure from the Disclosure and Baring Service (DBS).</p>

THE HOWARD PARTNERSHIP

SCHOOL ADMINISTRATOR JOB PROFILE (PRIMARY)

		<ul style="list-style-type: none"> • Assist in sorting and distributing incoming mail in a timely and effective manner including sending and receiving faxes. Prepare outgoing post using the franking machine. Receive and sign for parcels into the School from couriers • Retrieve School emails and distribute and disseminate as appropriate in an efficient and timely • Assist in providing refreshments for visitors and meetings as requested by SLT and/Head teacher's PA in a courteous and helpful manner • Be aware of day-to-day office and school activities so as to be a point of contact for colleagues, staff, parents and visitors • Receive and forward messages/pupils items to the appropriate pupil/member of staff ensuring accuracy and confidentiality • Assist in ensuring the Reception area is clean, tidy and welcoming for all visitors to the School • Assist in providing an effective photocopying service, including the production of brochures and laminating/binding service • Assist in the day-to-day upkeep and smooth running of the photocopiers reporting and recording faults as and when needed • Provide an efficient and regular filing and archive service for all staff to ensure pupil files are accurate and up-to-date, maintaining confidentiality at all times • In the event of an absence covering colleagues work as appropriate • Perform other reasonable duties in line with the THPT job profiles • Maintain confidentiality in and outside of the workplace with particular regard to data on the THPT computer systems • Support the aims and ethos of THPT, setting a good example in terms of dress, behaviour, punctuality and attendance • Be pro-active in matters relating to health and safety 	<ul style="list-style-type: none"> • Uphold and support THPT Policies and procedures on the Safeguarding of young people 	<p>THPT are committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
--	--	--	---	---

CONFIDENTIAL