



School Administrator & Head's PA

December 2021

MORE
HOUSE
SCHOOL

KNIGHTSBRIDGE

School Administrator and Head's PA

Job Description

Job Title: School Administrator and Head's PA

Responsible to:

- Direct line of reporting to the Head - Faith Hagerty
- Indirect line of reporting to the Associate Head, Deputy Head Pastoral, Deputy Head Academic, Director of Finance and Resources, Registrar

Works with:

- Marketing Officer, Registrar, Head, Associate Head, Deputy Head Pastoral, Deputy Head Academic, Director of Finance and Resources, Head of Sixth Form

Person Profile:

- This role requires someone with strong administration skills who can provide efficient and effective provision of the School administrative support services and specific administrative support for the Head and Senior Leadership Team.
- Able to work collaboratively with the Registrar and Marketing Officer to ensure the School Office runs smoothly and related matters are handled efficiently and as a team.
- The School Administrator is also expected to work collaboratively with other teaching staff and non-teaching staff in meeting their educational aims for the School as appropriate.
- As an ambassador for More House School, the holder must have good and reliable interpersonal skills and a co-operative attitude.

Job Outline:

The primary responsibilities of this role are:

- Maintenance of pupils' records including:
 - Maintenance of pupils' details on ISAMs
 - Maintenance of pupil's Attendance and Absenteeism records
 - Maintenance of pupil medical records
- Handling accidents and medical emergencies
- Providing general administrative support primarily to the Head but also the Senior Leadership Team and Exams Officer as required. Parent communications including general emails, assisting with queries and complaints from parents and the Head's weekly update
- Safeguarding administration
- Procurement of stationery and other office supplies and services
- General administration including management of the School Reception and Examination administration
- General support to the Teaching and Support staff as appropriate

Competencies	Knowledge and Skills
<p>An enthusiastic individual possessing drive, energy and commitment who:</p> <ul style="list-style-type: none">● Is well organised, able to manage own time and uses initiative as appropriate● Focuses and understands what needs to be delivered and responds promptly● Understands the importance of achieving and maintaining a high standard of work● A strong written and oral communicator internally and externally including with the parent body.● Consistently demonstrates diplomacy, accuracy and efficiency● Has a flexible attitude towards changes in priorities and the needs of a busy School.● Excellent interpersonal skills and an aptitude for delivering outstanding customer service● Needs to be a team player, who shares knowledge, information and works effectively with other members of staff to promote good practice	<p>Essential:</p> <ul style="list-style-type: none">● Working knowledge of Word, Excel, PowerPoint and Outlook● High level of numeracy● High level of literacy● First Aid trained● Working knowledge of the School's Health & Safety and Safeguarding policies● Professional telephone manner● Experience of school administration <p>Desirable:</p> <ul style="list-style-type: none">● Knowledge of Local Authority and Department of Education requirements● Familiarity with ISAMS software

Work Performed:	Standards of Performance:	Measure of performance:
<p>Pupil Records: Maintenance of pupils' records, carrying out the ISAMS annual roll-over and ensuring GDPR compliance for all pupil data including:</p> <ul style="list-style-type: none"> • Contact details • Permissions • General correspondence • Archiving <p>Keep following up to date:</p> <ul style="list-style-type: none"> • Emergency contact folder • Medical lists • Trip pack info <p>Create signing-in books each term</p> <p>Annual update of pupil's Essential Information</p> <p>Attendance and Absenteeism: Check registers am & pm, after school</p> <p>Record late arrivers/early leavers throughout the day</p> <p>Back-up attendance records from ISAMS</p> <p>Submitting returns to Local Authorities</p> <p>Collate Rewards data:</p> <ul style="list-style-type: none"> • Weekly absence report • Weekly credit report • Weekly debit report <p>Weekly lates report.</p> <p>Annual census support for Associate Head and Director of Studies</p>	<ul style="list-style-type: none"> • Timely and accurate recording of pupil data and ensuring that this is collected, held and used in accordance with School Policy and in particular the School's Privacy Policy and GDPR regulations • Timely and accurate reporting to Head and Director of Pastoral Care • Timely and accurate returns to Local Authorities 	<ul style="list-style-type: none"> • Compliance with School policy and GDPR regulations. • School records up to date and in excellent order, as monitored by the Head and Director of Pastoral Care. • Compliance with Local Authority requirements.

<p>Handling accidents and medical emergencies and records:</p> <ul style="list-style-type: none"> • Providing First Aid including dispensing medication • Maintain pupil medical records • Maintain and administer pupil medication • Maintain records for visits to medical room • Immunisation administration including emailing parents and correspondence with nurses • Oversee dining and snacks menus to cultivate healthy and environmentally friendly eating habits in pupils 	<ul style="list-style-type: none"> • Efficient and appropriate provision of First Aid and dispensing of medication • Timely and accurate recording of pupils' medical information • Timely and accurate recording of pupils' medical room visits • Efficient administration of immunisation programme • Timely and effective feedback to Director of Finance and Resources 	<ul style="list-style-type: none"> • Compliance with the School's Health & Safety policies and HSE regulations • School records up to date and in excellent order, as monitored by the Head and Director of Finance and Resources.
<p>Providing general administrative support to the Head, Associate Head and Director of Finance and Resources needed:</p> <ul style="list-style-type: none"> • Diary management for The Head, arranging appointments with parents, prep school Heads, etc. • Producing various correspondence • Other as agreed 	<ul style="list-style-type: none"> • Timely and effective delivery of administrative tasks • Other as specified 	<ul style="list-style-type: none"> • Diary in excellent order and communications delivered at high standard as monitored by the Head and Associate Head.

<p>Parent communications</p> <p>General emails including:</p> <ul style="list-style-type: none"> • Emails about the parent talks and reminders • Information Evening emails • Emails to parents on behalf of associates e.g. Peripatetic tutors who don't have own GDPR policy <p>Dealing with queries and complaints procedures including:</p> <ul style="list-style-type: none"> • Attendance/punctuality queries • Reports for old girls/leavers • Parent Portal access 	<ul style="list-style-type: none"> • Timely and effective communication and handling of queries and complaints 	<ul style="list-style-type: none"> • Communications delivered at high standard as monitored by the Head and Associate Head.
<p>Safeguarding administration</p> <ul style="list-style-type: none"> • Collecting essential information from parents. • Internet Searches - prepare safeguarding reports. • Collecting Prize Giving replies about pupils getting home including follow up to ensure received. • Collect Open Evening pupil consent forms including follow up to ensure received 	<ul style="list-style-type: none"> • Timely and effective delivery of Safeguarding administrative tasks 	<ul style="list-style-type: none"> • Efficient and accurate administration, as monitored by the Associate Head and Director of Pastoral Care.

<ul style="list-style-type: none"> • Procurement • Purchasing supplies and stationery, ensuring authorisation procedures are followed • Assist Director of Finance and Resources in managing budgets for stationery, photocopying, postage, office supplies and services 	<ul style="list-style-type: none"> • All expenditure authorised in accordance with School's policies and procedures • In consultation with the Director of Finance and Resources agree Budgets for stationery, photocopying, postage, office supplies and services. Termly reviews of actual expenditure compared to Budget with the Director of Finance and Resources and completion of 	<ul style="list-style-type: none"> • Feedback Director of Finance and Resources.
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	agreed activities to understand changing patterns or any corrective action needed.	
<p>General administration: Managing reception ensuring security procedures are adhered to, including:</p> <ul style="list-style-type: none"> • Answering Telephone • Putting out phone boxes • Ordering cabs • Sorting incoming post and frank & post outgoing post • Signing for deliveries • Sign-in and sign-out visitors • Assisting with refreshments for visitors and meetings • Exercise book order (and updating of personalised inside cover if necessary) • Order of diaries for SLT/Admin staff, order of teacher, student and sixth form planners (and updating of personalised pages) • Maintaining register packs (incl. paper registers) • Relabelling of pigeon-holes and issuing of staff name badges • Management of our Innovator account / 18+ Oystercard approvals. • Management of school mobiles • Replenishment of all first aid kits • Updates to ISAMs <p>Administrative support for other staff and teachers as required</p> <p>Examination administration: Support in coordinating examination and assessment processes including:</p> <ul style="list-style-type: none"> • Log packages arriving & notify exams officer • Log outgoing exams • Collect exams in the office and put into Staff Room 	<ul style="list-style-type: none"> • Pleasant and efficient service provided, relevant deadlines met, and School's policies and procedures adhered to. 	<ul style="list-style-type: none"> • Operational Key Performance Indicators (KPI's) met. • As monitored by the Head, Associate Head and Director of Studies.

<p>Reporting</p> <ul style="list-style-type: none"> • Completing censuses for Director of Studies see above. • Preparing reports and statistics for internal and external use. <p>Other</p> <ul style="list-style-type: none"> • To undertake such other duties within the general scope of the post as may be required by the Head from time to time. 		
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