

**http://jesuitinstitute.org/Pictures/HomepageImages/RibbonColour.png**

**St. Ignatius College**

**Administrator**

**Job Description**

**Responsible to:** Business Manager / Headteacher

**Actual salary range:** Salary Scale 5 (points 22 – 25)

Actual salary £19,338 - £21,060

**Hours:** 36 hours per week

8.00 am to 3.45 pm M-T / 8.00 am to 3.45 pm F

39 weeks per annum (Term Time plus INSET)

**JOB PURPOSE:**

Your role is to be a member of the Administrative Team and to undertake administrative tasks as directed by the Headteacher / Business Manager. The College is committed to building a flexible and team focused approach to the administrative work. The specific nature of the work will be determined by the needs of the College and will therefore likely reflect the life cycle of the academic year and the needs of the school.

Specifically, you are required to take responsibility for aspects of pupil led administration to support our students including administration for SEND, Pupil Premium, Careers and Work Experience. This post also includes a shared responsibility for Reception cover until the hours of Administrator (Reception) commences at 9.15 am.

**Main duties and responsibilities:**

Carry out pupil led administration as required by the Head teacher / Business Manager to include:-

* Administrative support to the SEND department as directed by the SEND Co including:
* To organise and provide administrative support for annual reviews, EHCP conversions and PEP meetings.
* To monitor and update record of provision and interventions linked to students in the SEND register.
* To organise, monitor and update the LSA timetable.
* To help with the organisation of and provide administrative support for Access Arrangements for examinations.
* To support the SEND in maintaining good contact with parents and outside agencies.
* Be responsible for co-ordinating student work experience placements and carry out the administration related to this working collaboratively with the School Librarian.
* Maintain on a timely basis the student work experience data base, producing letters via mail merge related to work experience placements, contacting prospective work placements as required and all other administrative duties related to student led work experience.
* Administration related to Pupil Premium including producing reports, returns, analysis, maintaining data bases and records.
* General administrative duties including typing letters, maintaining data bases, use of SIMS to generate reports and letters.
* To carry out the administration related to students’ work experience including maintaining a work experience data base, producing letters to employer work placements, producing and distributing letters to students and ensuring the necessary administrative tasks are completed.
* Work collaboratively with the Librarian in the arrangement of annual careers fair
* Provide lunch time cover for the Library and for Reception as directed
* To attend meetings and produce minutes as directed by the Business Manager (on occasion this will involve working outside of school hours for which additional hours will be paid).
* To provide holiday and sickness cover for other colleagues.
* To provide cover on the Reception desk when required.
* To maintain a tidy and clean kitchen area, this will be a shared responsibility for administration staff.

**Additional Duties**

* Provide hospitality / refreshments as necessary
* Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events)
* To support the Receptionist in dealing with difficult enquiries or challenging visitors.
* To maintain a tidy and clean kitchen area, this will be a shared responsibility for administration staff.
* Undertake general administrative duties, including Reprographics
* Cover in Reception when necessary
* Provide cover for absent colleagues when necessary including Student Services and the Sixth Form.
* Supervise pupils during the lunch period as directed
* Support other Staff in their roles, in line with School priorities
* Such duties and responsibilities may be updated from time to time to reflect any changes to the College. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.
* Any other duties within the scale of the post.
* To be or a willingness to be First Aid trained and to maintain this qualification.

**This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.**

Lunch break for all administrative staff will be staggered and at the direction of the Business Manager.

**Employee Responsibilities**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support School Policies.
* To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
* To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
* To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Expectations of all Staff (Teaching & Support**)

* Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
* Fulfil your duty of care for all the students in classrooms and around the buildings.
* Carry out all duties and responsibilities in accordance with the school’s Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students’ well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
* Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
* Deal with enquiries efficiently and sensitively.
* Ensure absolute confidentiality in all matters relating to the students, staff and school business.
* You will ensure that the duties of the post are undertaken with due regard to the School’s Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
* Attend and participate in relevant meetings, training, performance development and other activities as required.
* To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school’s reputation.

The person specification outlines what is desirable for the College; other strong experience and qualifications may be considered.

**Person Specification**

* + 1. To be competent in word processing, spreadsheet PowerPoint presentations and have good general computer literacy skills.
    2. Be flexible in his or her approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met.
    3. Experience of administrative support to an SEN department.
    4. Experience of dealing with external agencies related to SEN support.
    5. Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise.
    6. Be professional in all aspects of their work including presentation and dress code.
    7. Experience of producing reports using Microsoft Office to include documents in Word, Excel Spreadsheets and working from data bases, as and when requested by the Headteacher and/or the Governing Body.
    8. Ensure that all work is completed to high standards and that deadlines are met.
    9. Be (or become) skilled in the use of the school information database system (SIMS).
    10. To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help.
    11. To organise and set up meeting rooms, and provide refreshments as and when requested.
    12. Be able to communicate effectively with parents and carers, external agencies and other stakeholders. She/he will organise appointments, book rooms, and keep the electronic diaries.

**VERIFICATION**

I agree that this job description conveys an accurate description of this job.

Agreed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder)

Date: \_\_\_\_\_\_\_\_\_\_

Agreed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Manager)

Date: \_\_\_\_\_\_\_\_\_\_