



## Job Description – 2024

Job Title:	School Office Administrator
Reports to:	Bursar's PA
Department:	School Office
Hours per week:	30 hours per week – 09:30-17:00 Tuesday to Friday with one hour lunch break. 36 weeks per year (Term time plus 2 weeks)

### **Key Working Relationships**

School Office Team  
Head's PA  
Bursar's PA  
Deputy Heads' and Assistant Head's PAs  
Assistant Heads'  
Teaching Staff

### **Job Summary**

Provision of secretarial/administrative support for members of the teaching staff.  
Assisting senior staff PAs as and when required  
Assisting Reception staff or providing cover as and when required

### **Duties and Responsibilities**

School office responsibilities shared with team

- Providing secretarial/ administrative support for members of the teaching staff including the Extended Leadership Team (ELT), typing and formatting letters/emails, photocopying, taking and passing on messages. (see Working with Teaching Staff below)
- Proof-reading such letters/emails and making corrections where necessary.
- Ensuring that letters to parents are approved by the Deputy Heads and sent to Marketing in time for inclusion in the weekly e-bulletin.
- Sending out electronically via School Post any urgent letters to parents.
- Ensuring that information on iSAMS is regularly updated and that other relevant staff are informed of changes or additions.
- Dealing with incoming and outgoing post
- Taking and distributing notes at the Weekly Staff Briefing
- Assist the Deputy Head in the preparation of the School Calendar
- Each term assist the Senior Assistant Head: Partnerships and Cocurricular in the planning and publication of a co-curricular timetable
- Support the Senior Assistant Head: Partnerships and Cocurricular with the organisation and monitoring of student involvement in co-curricular activities

- Assist with the monitoring, recording and reporting of co-curricular activities
- Preparation and communication of the staff duty rotas
- Providing cover on reception when necessary
- Archiving files on an annual basis.
- Checking student files before they are sent for electronic scanning/archiving with outside company, with particular attention to exam results and certificates.
- Participation as required at Old School for the Annual Open Morning.
- Taking photographs of all new members of staff, uploading onto iSAMS and producing staff identification badges.
- Taking photographs of new students who arrive during the school year and uploading onto iSAMS.
- Organising school photographs - individual/year group/house and whole school, liaising with photography company and staff/students as appropriate.
- Preparation of leavers' forms, updating of student records, change of status forms.
- Setting up and administering parents' evenings.
- Providing all necessary administrative support for ISI Inspections
- Ordering diaries and planners for staff

#### Data Management

Prepare reports and data inputting and management for:

- ISAMs - School database
- SOCS - Bookings' management
- Evolve - Educational visits
- InVentry - Reception Visitor logging Software
- Google Apps for education
- Meeting Room booking software
- My School Portal

This list is not exhaustive

#### Working with Teaching Staff

- Setting up, developing and maintaining a secretarial and administrative support service for all Teaching Staff
- Taking messages and emailing the messages to the relevant staff in a timely manner
- Receiving draft letters/emails - where possible 3 working days in advance of their sending date - to be prepared for distribution/ mail merging to parents and staff and, once approved, sent out.
- Receiving requests for photocopying - where possible 3 working days in advance of when required which are left in the staff pigeonhole for collection.

#### Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes cooperating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.