

Job Description and Specification

School Administrator (Morning) – RGS The Grange

Responsible to: School Business Manager

Responsible for: no direct reports

Location: RGS The Grange where based plus RGS Worcester/RGS Springfield/RGS Dodderhill when required to meet operational requirements.

Member of: Education and Business Development Team

Salary: Competitive

General Purpose

To act as a first point of contact for all day to day office queries from parents, pupils and staff. To welcome all new pupils and parents in a professional and informative manner. To provide an effective and efficient administrative service for RGS The Grange to ensure the smooth running of administrative matters.

Key Tasks and Responsibilities

Administrator and Reception Duties

Take and screen phone calls; meet and greet visitors as required, ensuring all appropriate sign-in and communication with other staff.

Accept deliveries as appropriate and inform the relevant staff of these.

Distribute incoming post and collate outgoing post.

Update and maintain the parent portal with notices for parents as required.

Prepare and send messages to parents via Schoolpost as requested.

Capture and record all pupils absence information using the iSAMS database. Produce relevant attendance reports as required.

Ensure visitors are appropriately vetted in accordance with Keeping Children Safe In Education statutory guidance.

With support from the RGSW Admissions and Marketing Team, produce tickets for distribution for School productions and events.

General office duties, post, filing, photocopying etc.

Co-ordinate all appointments for Parent's Evenings using the relevant appointment booking system.

Supporting with the production of School reports as required.

Order stationery and other items as requested, prepare requisitions using the relevant ordering system and process invoices for authorisation by School Business Manager.

Ensure that the Admin Office is kept tidy and presentable at all times. Securely store any confidential and sensitive data at all times.

Support with the preparation of Open Days and other key school events.

Co-ordinate the timetable for peripatetic music teachers with reference to the Head of Music. Ensure that all relevant statutory checks and requirements are in place.

Prepare Nursery & Pre-School registers termly, including the management of Early Years sessional changes in conjunction with the Pre-School/Nursery Leader.

Manage the administration of statutory Early Years Funding, liaising with the Bursary staff as required.

Sort and maintain staff pigeonholes in staffroom.

Provide support to the Head's PA as required.

School Finance Responsibilities

Manage the administration of the school Breakfast Club, recording payments and keeping cash records at all time for audit purposes. Prepare Breakfast Cards and liaise with the catering manager as required.

Ensure all charging for billing is sent to the Bursary at RGS Worcester correctly and in good time.

Booking of courses and conferences for all RGS The Grange staff as requested.

Assist with the purchase and engraving of School trophies and awards as necessary. Collation of certificates and prizes for Speech Days.

Trips and Workshops

Assist with the planning of costings for trips and work with the wider team to prepare appropriate communications including consent letters for parents to be sent via Schoolpost.

Assist with preparation of relevant information to ensure that payments are added to billings and liaise with the RGS Bursary to ensure accurate invoicing to parents as required.

Other Duties

To be First Aid at Work trained and to act as a First Aider as and when required.

Any other duties commensurate to the post and the reasonable request of the Head and line manager.

Occasional travel to other RGS Schools.

This job description will be regularly reviewed and at least once per year as part of the annual RGSW Performance Management process.

Hours of Work

The School office is open from 7.45am until 6.00pm. The School Administrator (Morning) will work 7.45am to 2.00pm (6 ¼ hours per day with a 15 minute unpaid break), 30 hours per week, term time only. Plus an additional 10 days to be worked during School holidays. Attendance at INSET and Open Mornings will also be required.

Job Specification

Competencies <i>These are the skills and abilities required to successfully perform the key tasks.</i>	Essential	Desirable
Strong Communication; both written and verbal	X	
Professional Telephone Manner	X	
Calm and composed in demanding environments	X	
Able to build rapport quickly	X	
Able to work on own initiative	X	
Ability to be discreet and act with high integrity at all times	X	
'Can do' attitude and sense of humour	X	
Knowledge and Experience <i>State the necessary level of education and qualifications and training required to perform the job.</i>	Essential	Desirable
Experience of working within a team and working collaboratively	X	
Strong IT Skills; data inputting, report generation, mail merges, social media, excel and word	X	
Working knowledge of AppleMac Systems		X
Previous of experience of working in a School or other education setting		X
Previous experience of handling confidential and sensitive information	X	
Education <i>State the necessary level of education and qualifications and training required to perform the job.</i>	Essential	Desirable
Educated to A level or equivalent	X	
First Aid Qualifications		X

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

January 2020