

**Job Description**                      **Administrator**

**Responsible to**                      **Bursar**

## **The Role**

Aberdour School is looking to appoint an exceptional, efficient and motivated Administrator who has ideally worked within a busy school office. The ideal candidate should have good customer service, IT and communication skills. We are seeking an individual who is well-organised, efficient, flexible, calm, friendly, motivated and passionate about providing an excellent support service to our pupils, staff and visitors.

## **Responsibilities and Duties**

### **HR/SCR/Admin**

- Assist the Bursar in HR and Operations.
- Maintain and update the Single Central Register (SCR).
- Complete contracts, Staff Letters and monitor sickness and absences
- Place adverts and arrange interviews.
- Pre-employment checks (Identification, Right to work, Overseas/EEA, Qualifications).
- DBS checking, Barred list and Prohibition checks
- Request references.
- Prepare new starter packs for all employees.
- Complete and check all afterschool clubs pre employment checks
- Complete and check all external contractors pre employment checks

### **Purchasing**

- Monitor and maintain the general stationery supplies for the whole School office and academic stationery supplies for the teachers.
- Record and order all purchases on behalf of the whole School using purchase order numbers.
- Ordering and maintaining stock.
- Sort invoices received, match up with delivery notes, sign off and pass to the Bursar.

### **Other Admin Task**

- Meet and greet all visitors to the school
- Cover reception and telephones – take and pass on messages from parents regarding children's sickness and answer any queries.
- Deal with parents' queries, in particular on arrival in the mornings and at collection time at the end of school.
- Update on an annual basis staff handbook, telephone list and car parking list.
- Maintaining a complete and accurate record of and staff details on SchoolBase.
- Remove and archive leaver's files and address cards

## **Key Skills**

Ability to work calmly, efficiently and professionally under pressure

Ability to interact with people at all levels demonstrating tact, diplomacy, discretion and maturity.

Meticulous attention to detail and excellent organisational and time management skills

Proficient in Microsoft Office – Word, Excel and PowerPoint  
Passionate, energetic and confident  
Proactive: self-motivated  
Team-player: flexible and challenging

### **QUALIFICATIONS REQUIRED**

Previous administrative experience essential