



School Administrator

Full time (40 hours per week (8am to 4pm Monday to Friday), 52 weeks per year)

Salary: circa £26,000 depending on experience, plus generous benefits package

Reporting to the Facilities Manager, the post holder will be responsible for:

- **Providing support to the Facilities Manager and the wider Estates team** including efficient and effective administrative support, providing Front of House cover, minute taking, diary management and other ad hoc tasks.
- **Working with the Facilities Manager to establish and implement systems and processes** to manage contracts and contractors including compliance works, soft services, facilities management and event management including our popular Fireworks Night, Open Mornings/Evenings and our “not to be missed” annual KASonbury summer event.
- **Working with the Facilities Manager to help create an environmentally friendly KAS (King Alfred School)**, to improve eco-initiatives, embedding environmental standards and liaising with staff to integrate environmental activities throughout the school.
- **Supporting the wider School Community** – acting as minute taker for School governor meetings.

Key Responsibilities of the Role

Providing efficient and effective administrative support to the Facilities Manager and the wider Estates team, including:

- General administration, including diary management, communications, invoicing, credit card reconciliation, setting up meetings and minute-taking.
- Supporting Front of House, including providing cover during absences, at key points in the day and during school closure periods, and supporting the Front of House Security with the Lower School crossings.
- Supporting the wider Estates team ordering consumables, liaising with suppliers, coordinating the production and sending of letting agreements, administration of the parking permit scheme.
- Ensuring the smooth running of and minute-taking at the Grounds and Buildings Committee, the Health and Safety Committee, Disability Access Group and Eco Action Team meetings.
- Opportunity to become involved with special projects and additional services, as required.

Working with the Facilities Manager to establish and implement systems and processes, including:

- Providing support with the management of contracts and contractors.
- Providing support to the Facilities Manager with all soft services including catering, cleaning, washrooms, water safety, water coolers, intruder and fire alarms, PE and playgrounds.
- Work with the Facilities Manager to establish and maintain a contractor and contract database including insurances, DBS checks, risk assessments and method statements.
- Supporting the Facilities Manager with Health & Safety and compliance management for the school including DBS records for contractors, risk assessment cataloguing, school vehicle management, compliance software, ensuring appropriate standards are met.

Working with the Facilities Manager to help create an environmentally friendly KAS, including:

- Play a supporting role in initiating and implementing environmentally friendly initiatives into the school.
- Driving and embedding sustainability and environmentally conscious initiatives across the school.
- Review waste and recycling practices and procedures.
- Establish externally recognised environmental standards and set up systems and processes to gradually meet those standards.
- Communicate and support sustainability and environmental initiatives across the school.
- Support the Facilities Manager with energy management and procurement.



Supporting the wider School Community – Minute taking

(meetings held in the evening, outside of School hours, and overtime paid for the time spent at the meeting) training can be provided)

- Approximately 12 meetings a year.
- Each meeting has a duration of approximately 2 hours, and the postholder will be required to attend the meetings on-site to take the minutes.
- Processing of the minutes will be undertaken as part of normal working duties.
- Administrative support to the PE department such as booking courts etc.

Person Specification:

The post-holder should have the following:

ESSENTIAL:

- Minimum of 2 years' administration experience
- Strong Microsoft office skills
- Strong organisational skills
- Excellent time management skills with a proven ability to prioritise workload and multitask effectively
- Strong communication skills
- Excellent interpersonal skills
- A proactive and flexible approach with a can-do attitude
- Good analytical skills, ability to interpret and communicate data
- Ability to work in a confidential and discreet manner
- Polite, calm and outgoing personality
- An enthusiastic team player

DESIRABLE:

- Experience in Facilities Management or education sectors
- Minute-taking skills
- Experience of event organisation

Development Opportunities

In addition to on-the-job training and mentoring, the post-holder will be provided with formal training as required.

Whilst this job description outlines 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.

It is understood that areas of responsibility can evolve in light of the needs of the school and the professional development of the staff. This job description may therefore be periodically amended after joint review with the post-holder.

We value the diversity of our staff and students, and everyone at The King Alfred School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.



Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and conviction can be found on the Disclosure and Barring Service website or at Unlock.