

Job Description – School Administrator

Job title:	School Administrator
Salary:	ME4 – ME7 depending on experience
Hours:	35 hours per week;
Contract type:	Term-time (39 weeks); full time
Reporting to:	Director of Finance

Job purpose

The School Administrator is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

General Duties

- To provide efficient and effective support to the Teaching staff team and wider administration office
- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- To provide administrative support for members of Senior Leadership team as required
- Monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Assist with the organisation of internal and external events, such as Parents' Evenings and Open mornings
- Attend school events, including Open Evenings, welcoming parents and being available to answer parents' questions
- Provide personal, administrative and organisational support to other staff including word processing, post (incoming and outgoing), telephones and reprographic services where required

Relationship Management

- With the Admin Team to be the face and voice of the School, providing a welcoming, warm, professional and efficient point of contact between prospective parents and the school by telephone, email, letter and in person
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries

Other

- Take part in the School's performance management process
- Undertake relevant training as identified and agreed
- Undertake other tasks as reasonably required by the Line Manager

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard. Liaising with the HR Manager with regard to the SCR and supporting with the information about regular visitors to ensure the SCR remains accurate and up-to-date
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Supporting the school in meeting its legal requirements for worship
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing