

School Administrator (Temporary)

Aureus School - Job Description

Job Title:	School Administrator (Temporary)	Job Reference:	AUR2019SA
Location:	Aureus School, Didcot	Travel required:	No
Salary Range:	G1/2	Date Posted:	November 2019
Core purpose:			
<ul style="list-style-type: none"> To provide effective general administrative support to the school Main Office To provide specific administrative support to the Assistant Headteacher leading on Behaviour To provide reception cover for students, staff and visitors to the school To promote a professional and friendly point of call to all staff, parents, carers and visitors communicating with our school 			
Key Responsibilities:			
<ul style="list-style-type: none"> Supporting the Assistant Headteacher leading on Behaviour by providing efficient administrative support and documenting evidence of student behaviour incidents e.g. logging incidents, scanning statements, preparing & sending written correspondence, compiling accurate reports of behaviour, and maintain accurate records Provide reception cover as needed for breaks and absences Monitoring and distributing inbound emails received to the main school inbox Answering incoming calls and making external phone calls as needed (to parents and carers) Providing general reprographics support as needed Provide general administrative and organisational support as required as part of the office team Use Microsoft Office programs (e.g. Excel, Word, Outlook), Google Drive and SIMS - to produce reports and external correspondence Undertake any other school administrative duties which may reasonably be regarded as within the nature of the responsibility of the job 			
Accountable to:			
<ul style="list-style-type: none"> Day to day reporting to Headteacher's PA Accountable to Headteacher GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. 			
Safeguarding:			
<ul style="list-style-type: none"> GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). 			
Wellbeing:			
<ul style="list-style-type: none"> We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'. 			
Diversity:			
<ul style="list-style-type: none"> We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. 			
Flexibility:			
<ul style="list-style-type: none"> We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities. 			