

Job Description for the Post of:

Departmental Administrator

– English, Geography, History, Mathematics, RE & Science

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Assistant Head: Head of RE/Teaching & Learning.

Main Purpose of Job

To provide administrative support to the English, Geography, History, Mathematics, RE and Science Departments. To work with other administrative and technical staff.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To be responsible to the Assistant Head: Head of RE/Teaching & Learning via Heads of Department (English, Geography, History, Mathematics, RE and Science) for the provision of administrative and clerical support where directed on a daily basis.
3. To have an understanding of the common practices and systems in use in the administrative system and to work within this structure.
4. To be able to use the appropriate modules of the school's information management system (SIMS) and other software including word processing, spreadsheets, mail-merge, databases, desktop publishing, presentations, internet and email.
5. To help source and prepare learning materials for use in lessons.
6. To help create an interesting and informative learning environment via the use of displays.
7. To undertake data input and statistical analysis where necessary and maintain computerised records as required.

8. To prepare documentation and provide administrative support for school trips and occasional evening meetings.
9. To assist Heads of Department in stock control and ordering of stock.
10. To ensure the safe and secure storage, handling and movement of resources within teaching areas.
11. To photocopy and file as required, ensuring an effective filing system is in place.
12. To organise and tidy departmental resource cupboards/areas, ensuring they are kept up to date and able to contribute to the efficient running of the departments.
13. To liaise with the Business Manager in the assessment and development of existing methods of administration.
14. To be aware of Health and Safety regulations and to bring to the attention of the Finance Manager any areas of concern.
15. To be prepared to undertake First Aid training.
16. To undertake training where necessary in accordance with the school's aims for the continued professional development of all staff.
17. To undertake other duties as required and in line with the grade and responsibilities of the post.

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