

JOB DESCRIPTION

SCHOOL ADMINISTRATOR

JOB ROLE	School administrator
PERFORMANCE MANAGED BY	Vice / assistant principal
SALARY	Competitive salary depending on experience

This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually as part of the Performance Management process. It should be considered as guidance and is not exhaustive.

SUMMARY
<p>First and foremost, this role includes responsibility for the day-to-day administration of the school, being the first point of contact for visitors and families and ensuring the safety and security of the reception area at the front of our secure special school setting. The polite, efficient and timely answering of phonecalls, emails and welcoming of visitors is of exceptional importance.</p> <p>The role also includes, amongst many other things, the management of senior leaders' diaries, filtering communication, managing files, managing pupils' medication and data input & analysis.</p> <p>Overall, it is predominantly about ensuring there is a generally smooth and seamless operation of the site's reception and administration. It is imperative that the member of staff is comfortable with, and interested in, working in an environment for children who have severely challenging behaviour.</p>

CORE RESPONSIBILITIES (NOT EXHAUSTIVE)
<ul style="list-style-type: none"> ▪ To be responsible for data entry, in liaison with other administrators, of pupils. ▪ To assist in the accurate recording of financial transactions and ensure that records are maintained and receipts relating to all expenditure are verified, correct and balanced. ▪ To be responsible for the reception of visitors and for the handling of telephone and email enquiries, dealing with queries as far as possible and referring them as necessary. ▪ To process letters, newsletters and progress packs to families, printing and ensuring distribution is in line with deadlines. ▪ To maintain filing and other information systems ensuring confidentiality is maintained. ▪ To oversee and process all incoming and outgoing post/deliveries. ▪ To carry out other such administrative duties as may be required from time to time to meet the needs of the schools. ▪ To implement the schools' Equality Policy fully and to work actively to overcome and to prevent and challenge discrimination against any of the protected characteristics as per the Equality Act 2010. ▪ To interact positively, professionally and patiently with our pupils, who have severe social, emotional, behavioural and mental health needs.

- To oversee the safe and secure management of pupil medication.
- To attend whole-staff child protection & safeguarding training and to know and implement the schools' child protection and safeguarding policy.
- To ensure that all aspects of the work undertaken are kept confidential at all times.
- To comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

SCHOOL ADMINISTRATOR

SKILLS & TRAITS
<ul style="list-style-type: none"> ▪ Outstanding communication skills (with children, families & colleagues). ▪ Strong ability to work constructively and collaboratively as part of a team. ▪ The ability to communicate and support pupils with challenging behavior. ▪ Excellent skills in English, mathematics & use of computers. ▪ Attention to detail, including in terms of presentation, personal presentation, punctuality and supporting the maintenance of an attractive, clutter-free work environment. ▪ Extremely strong ability to manage stress, to keep calm and consistently present in a professional manner.
KNOWLEDGE & UNDERSTANDING
<ul style="list-style-type: none"> ▪ An understanding of the functions and duties of educational provision within an independent special school. ▪ Ability to use ICT effectively and to design procedures and initiate improvements in systems. ▪ Knowledge and understanding of the application of Health & Safety, Child Protection & Safeguarding in a school setting. ▪ Ability to respond with tact and diplomacy to pupils, staff and members of the public at all levels, both face to face and over the telephone. ▪ Ability to respond to enquiries, to deal with contentious/difficult situations, and to resolve conflict. ▪ An understanding of the need for confidentiality and the ability to provide a confidential administrative service. ▪ Ability to manage own workload, to work under pressure and to use own initiative in a constantly changing and demanding environment. ▪ A good understanding of equality issues as they affect pupils, their families, visitors and colleagues. ▪ Understanding of child development, learning and children with SEMH and associated SEND.
QUALIFICATIONS, TRAINING & EXPERIENCE
<ul style="list-style-type: none"> ▪ Preferably a graduate with a good (2:1 +) degree. ▪ An absolute minimum of GCSEs in English and Maths at grade C or above. ▪ Experience of providing confidential administrative and secretarial support within a busy, stressful (ideally educational) environment.

Please sign to confirm you have read and understood the contents of this document.

Signed: _____

Date: _____