



Featherstone High School Job Description

Job Title:	Key Stage Administrator
Grade:	5
Salary and Hours:	Term Time only (40 weeks) 35 hours per week. One week to be worked during the summer holidays including results days
Hours of Work:	8.15am - 4.15pm - This is subject to change depending on the school's requirements. You will be required to cover Student Services during your year group's respective lunch break however there may be instances when you will be required to be flexible to ensure sufficient cover in the team.
Reports to:	School Admin Manager
Line Management:	School Admin Manager and DHT

Main Duties & Responsibilities

To provide a high level of admin support the TLR Team and any other duties and responsibilities of a similar administrative nature as allocated by the School Admin Manager. Responding to enquiries and passing appropriate information to staff in order to contribute towards effective learning in the school. Produce clear, concise, accurate information to support the Senior Leadership Team in raising standards of performance in school.

1. Provide administrative and organisational support to the TLR teams including:
 - Daily logging of incidents and pastoral information
 - Management of rewards and sanctions, to send home letters or school comms when pupils have been sanctioned (AHT/TLR Report)
 - Phone calls home to parents – Booking in meetings/ appointments for TLR's
 - To be responsible for administration side of seclusions and exclusions
 - Communicate cause of concern in regards to attendance/punctuality to Attendance and Admissions Officer
2. Deal with queries relevant to the provision of support to TLR Team
3. Input, maintain and update accurate student data on SIMs and in files.
4. Producing statistical information reports for TLR Teams and HOD where appropriate.
5. Meeting arrangements and taking minutes of TLR meetings.
6. Make appointments and bookings for Parents Evening and provide administrative support.
7. To administrate detention/catch-up, including Lates, TLR/AHT and HT Detentions and to liaise with TLR team of those students who missed detention

Attendance

8. To support the Attendance & Admissions Officer, to maintain high quality communication (schoolcomms, telephone and etc.) with parents on first and second day with regard to absence, aiming in particular to contact parents on the first day of a child's absence (on day 3 referred to Attendance & Admissions Officer).
9. Report any students who are truanting from lesson to the Attendance & Admissions Officer.
10. Supporting the Attendance & Admission Officer to ensure all registers are completed with relevant marks in SIMs on time and ensure intervention (as well as extended day) lessons attendance is chased up.
11. Liaising with Attendance & Admission Officer to run daily and weekly punctuality reports for respective teams and tutor groups.

Admissions

12. Working with the Attendance and Admission Officer coordinating the process to introduce new students into FHS including the pre admissions meetings on Wednesday afternoon with the TLR Team parent and pupils

Other Duties

13. To supervise and invigilate exams as when required
14. To administer first aid when required.
15. To cover the Student Service reception during mornings, lunch time and any busy periods.
16. Assist with key events (including Parents Evenings and Whole School Events) within the academic year as required.
17. Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and to support office member/colleagues as required in all areas.
18. To assist when required on educational visits.
19. Translation as required.
20. To assist with TLRs with form displays around the school.

School

21. To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
22. To attend training and participate in personal/performance and professional development as required.
23. To take care for their own and other people's health and safety.
24. To be aware of and respect the confidential nature of issues.

Conditions of employment

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

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.

All members of staff are required to participate in the school's appraisal scheme.

The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. It is not comprehensive statement of procedures and tasks but sets out the main expectations of school relation to post-holder's professional responsibilities and duties.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

Job Title: Key Stage Administrator

	Essential (E) Desirable (D)
Qualifications and Experience	
1. Relevant qualifications including level 2 in Maths and English required (Equivalent to GCSE grades A*-C)	E
2. Experience of working in an office based environment	E
3. Experience of working in the education sector	D
4. First Aid Qualification (or willing to learn)	E
Professional Specification	
5. Experience of using SIMs.NET	D
6. Experience of Microsoft Office	E
7. Administration and organisation skills	E
8. Experience of working in a confidential environment	E
9. Ability to produce and collate reports and publication materials	E
Professional Skills and Attributes	
10. Vision aligned with Featherstone High School's high aspirations and high expectations of self and others.	E
11. Ability to inspect and monitor reports, minutes and to take action to remedy any problems identified	E
12. The ability to work constructively in close harmony as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
13. The ability to carry out instructions and work with minimum supervision	E
14. Ability to communicate well in writing and face to face	E
15. The ability to identify own training and development needs and to cooperate with the means to address these	E
16. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	E
17. The ability to multi-task	E
Personal Qualities	
18. A flexible and proactive work ethic	E
19. Attention to detail	E
20. Honesty and trustworthiness	E
21. A good record of attendance and punctuality	E
22. Ability to work under pressure and remain cheerful and composed.	E
23. Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E
24. Confidence and self-motivation	E
Demonstrates the Commitment to:	
25. Equal opportunities for all in the school community	E
26. Safeguarding and promoting the welfare of young people	E