**ADMINISTRATOR**

**Start date: October 2019, or earlier by negotiation**

**Appointed within the sacle points 6-13**

**£13,897 - £15, 941pa FTE**

**Full time or part time available for the right candidate(s)**

THE POST

The purpose of the post is to work across the School as directed, contributing towards the smooth running of administration.

SUMMARY OF MAIN DUTIES

* Support other staff in administrative tasks.
* Complete work to a high standard.
* Ensure that the School is professional in all its dealings with key stakeholders (students, staff, parents, governors and visitors).
* Competently use office equipment including printers, photocopiers, fax machine, telephone system and internal software, including that for word processing, databases and spreadsheets, including through school-specific software.
* Prioritise workload to provide most effective management of School administration.
* Deputise for colleagues when required.
* Assist with general administrative tasks as reasonably requested by line manager.
* Answer the telephone and deal with queries.
* Ensure that statutory paperwork for SEND students is completed on time and to a high standard.

TEAM SPECIFIC DUTIES

* Sorting and distribution of post.
* Maintain records, meeting minutes and files.
* Photocopy, distribute and file digital and paper documents as appropriate.
* Draft and type correspondence.
* Copy type documents.
* Create documents from mail merges.
* Receive enquiries and messages, dealing with all internal and external communication effectively and efficiently in a confidential manner.
* Carry out Reception duties.
* Assist teachers with the preparation of reports or plans.
* Assist teachers in the monitoring, assessment and recording of students’ progress and achievement.
* Communicate with parents and outside agencies as necessary.
* Take accurate notes at meetings and distribute as required.
* Liaise between different departments, passing messages on behalf of teaching staff.

SUPPORT FOR THE SCHOOL

* Contribute to the overall ethos of the School in order to ensure an environment which is calm, purposeful and happy.
* Attend and participate in team meetings.
* Participate in training and other learning activities as required.
* Supervise students on planned trips, visits and out-of-school activities as required.

GENERAL DUTIES

* Maintain data protection and confidentiality at all times.
* Ensure an up-to-date knowledge of School policies and procedures, upholding them at all times.
* It is an expectation that all staff will take on an extra-curricular role, for example a club, sporting activity, lunch duty, elective, or membership of a governors’ committee.
* The School has a dress code which must be adhered to as a condition of appointment.
* The successful candidate will be expected to work across the School as required by the Headteacher.
* Any other reasonable duties as requested by the Headteacher.

PERSON SPECIFICATION

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | EVIDENCE |
| COMMITMENT  A clear recognition of and commitment to all our aims as a high performing School  Smart business dress is essential. The School has a dress code. | Evidence of the commitment to education | Letter of application  Portfolio of work (where appropriate)  Interviews |
| QUALIFICATIONS A good basic level of education with at least 5 GCSEs at A\*-C including English and Mathematics. | Evidence of an interest in continued training | Application form |
| EXPERIENCE Evidence of successfully working as part of a team.  Ability to work accurately and to specific timescales.  Ability to use Microsoft Office products including Excel and Word. | Experience of working in an office environment | Interviews  References  Portfolio of work  Letter of application |
| STAFF DEVELOPMENT An understanding of the importance of training.  A proven desire to improve, with recent evidence of certified professional development. | Evidence of further training and / or qualifications. | College forms  Letter of application  Interviews |
| RELATIONSHIPS An ability to work with our students.  Good listening skills, the ability to communicate effectively and to work as part of a team with staff, college members, parents and members of the local community.  Willingness to work flexibly. |  | References  Interviews  Letter of application |

HOW TO APPLY

* You should write a letter of application on no more than 2 sides of A4.
* You should complete all sections of the application form.

On the form clearly state the names, addresses, telephone and fax numbers, with e-mail address if available, of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.

It is a condition of employment that you have a successful DBS check made and can provide proof of identity and qualifications gained.

The closing date is **Monday 22 July at 4pm**. You should send your application to Jude Macdonald, Headteacher: [judemacdonald@marshfields-sch.co.uk](mailto:judemacdonald@marshfields-sch.co.uk).