

## JOB DESCRIPTION | CLAREMONT SCHOOL



<b>Job Title:</b>	<b>School Administrator - Prep</b>
-------------------	------------------------------------

<b>Reporting to:</b>	Head of Administration
<b>Key Purpose of the Job</b>	To support in the general management of school administration with a particular focus on Registration Management.
<b>Written by:</b>	Ed Dickie
<b>Date:</b>	August 2024

### Key Accountabilities

(Statements of 'deliverables' required.)

**By its very nature the School Office is a place where staff are often required to take on jobs that do not sit in their specific job description. The following represent the specific accountabilities for this position that the job holder has ultimate responsibility for:**

1. **Safeguarding:** to actively support a strong safeguarding culture within the school; to support policies and procedures for child safeguarding (health & safety, countering bullying, substance misuse, e-safety, the promotion of PSHE, medical provision, welfare concerns and the School's behaviour policy); to complete Educare CPD safeguarding training as requested by the DSL.
2. **General Responsibilities:** To answer phone calls to the school; to welcome, in person, all visitors to the school; to provide high level of hospitality and comfort to all those visiting CPS; to ensure that all Safeguarding policies are adhered to in relation to visitors/parents and contractors visiting the school; to support whole school events as directed by the Vice Principal (Open Days etc); to fulfil any other reasonable requests as directed by the Vice Principal; to attend weekly team meetings.
3. **Registration Management:** To take primary responsibility for clerical management of registration at the school; to call parents of students when absence is unauthorised; to manage documentation in relation to authorised absences at the school; to manage the signing in/out registers; to liaise with Phase Leads/Tutors in relation to registration matters when necessary.
4. **Triage of all School Enquiries:** to manage and disseminate all 'Enquiries' emails to the school.
5. **Administration of Stationery, IT Resources and School Noticeboards:** To be responsible for ordering all office and stationery supplies, ensuring that these are in stock and up to date; to liaise with IT department regarding resources for copiers across the school; to take responsibility for management of school notice boards, ensuring they are both presentable and up to date as directed by SLT at Prep School.
6. **Health & Safety Administration:** to ensure that all fire registration material is prepared in line with school policy; to ensure that all safeguarding, first aid and fire notices are in place and up to date, across the school.

## Measures

(Key performance indicator(s) used to measure the effectiveness of delivery against each accountability)

1. **Safeguarding:** Completion of Educare modules as directed; My Concern logs; attendance at training as directed; awareness of school safeguarding procedures.
2. **General Responsibilities:** Feedback from visitors and parents; feedback from staff; visitor logs; attendance at school events; parent surveys; team meeting minutes
3. **Registration Management:** Engage logs; feedback from SLT; inspection feedback; staff feedback; speed of daily registers.
4. **Triage of all School Enquiries:** Email logs; feedback from staff; emails and messages passed on expediently.
5. **Administration of Stationery, IT Resources and School Noticeboards:** Feedback from teaching staff; feedback from IT staff and Finance Office; Stationary Audits; School Notice Boards up to date and relevant.
6. **Health & Safety Administration:** Fire logs; Noticeboards; Fire registers; fire drill data.

## Key Individuals Impacted by the Job: (managers and supervisors; other roles only if applicable)

(Include number of people managed and job titles)

1. Head of Administration
2. School Administrator
3. Phase Leads
4. Director of Studies
5. Vice Principal
6. Teaching Staff

**Key Skills and Experience: (Knowledge, Experience, Skills & Abilities)**

(List all relevant qualifications & length of post-qualification experience, or in-the-job experience, that is necessary)

1. A 'can do/will do' attitude.
2. Ability to communicate in the appropriate style with colleagues, students and parents.
3. Ability to deal with the 'unexpected'.
4. A positive and welcoming attitude, both in person and on the phone.
5. Effective record keeping and competency in IT.
6. Strong clerical skills.
7. Record of personal professional development.

**Key Relationships:**

(Internal and External organisations or people (including job title) with whom you have regular contact)

1. Vice Principal
2. Director of Studies
3. Director of Boarding
4. Teaching Staff
5. Boarding House Staff
6. Phase Leads
7. Head of Admissions

**Operating Environment and Context of the Role:**

(The most challenging features (and reasons) of the job; any critical time constraints, the impact, influences and consequences of the work done etc.)

In 2011, Claremont Senior School was founded in the historic village of Bodiam. Starting with 40 students in 2011, the Senior School is now a well-established centre of learning with over 310 pupils today, a vibrant Sixth Form and two newly refurbished boarding houses. Having been a proprietorial school for years, in February 2018, Claremont School became a member of the International Schools Partnership (ISP) and the flagship British school in a portfolio of more than 45 schools around the world. Our partnership with ISP has brought with it renewed investment and the opportunity to realise our ambitions to further develop our extensive grounds and already impressive facilities at both school sites. At Claremont, we facilitate creativity, academic excellence and independence within a supportive and nurturing environment. We are a caring and considerate school, where all of our students value the opportunities they have been given, forever mindful of those less fortunate than themselves.

The Office Assistant/Receptionist is a key position at the school acting as the 'first responder' in relation to all interactions with parents and visitors to the School, whether in person, on the phone or through email. The office holder also has a principle and important responsibility in relation to managing registration on a daily basis at the school. They will possess good public relation and organisational skills. They will also take responsibility for ensuring staff have appropriate resources through their management of the stationary budget.

Hours - 8am to 5pm

Salary: by negotiation

**Safeguarding:**

(Details of responsibilities in relation to Safeguarding regulations and any other legal entity or any other governance and compliance. Our minimum statement is stated below and should appear in all job profiles along with any further specific requirements for the role)

Claremont School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the job holder will be expected to pursue professional development opportunities relating to safeguarding and keep up to date with national developments in the area.

<b>Job Holder:</b>	<b>Name:</b>		<b>Date:</b>	
<b>Approved by SLT:</b>	<b>Name:</b> <b>Job Title:</b>		<b>Date:</b>	