

JOB DESCRIPTION:

SCHOOL:	St Martin's School
JOB TITLE:	Year Administrator
RESPONSIBLE TO:	Year Administrator Manager
PRIMARY TASKS:	To assist the Head of Year as directed by the Year Administrator Manager
LIAISON WITH:	Liaison with: students, parents, other YAs, Admissions Manager, MECES, School Nurse, Heads of Year, Teachers, Deputy Headteachers
SALARY ATTACHED TO THE POST	Scale Point Range 17 to 20 37 hours per week term time only + 5 non-pupil days and 5 additional days in the summer to be agreed with Heads of Year Monday – Thursday 08.00 a.m. – 4.00 p.m. Friday 08.00 a.m. – 3.30 p.m.

MAIN ACTIVITIES ATTRIBUTABLE TO THE PRIMARY TASKS

Main activities of the post:

- To accurately and robustly maintain all correspondence and administration records relating to the requirements of a whole year group. To provide all staff working with the year group with a comprehensive and accurate clerical and pastoral service specific to that year group.

Duties will include:

Note: some duties will be year specific – the Year Administrator will stay with the year group from Year 7 – Year 11.

- Year 7 Administrator to work with the Admissions Manager and feeder school to prepare Year 6 for entry into Year 7.
- Taking telephone messages and responding appropriately on behalf of Head of Year when required.
- Attendance – to maintain registers, attendance records, CallParent and signing in/out registers for the year group.
- To accurately maintain the SIMS.net database for the year group.
- Typing all correspondence relating to the year group.
- To provide clerical support when required for Open Evening, Parents' Evening, Options, Trips, Presentations, Awards and any other function relating to the year group.
- To provide Head of Year/ MECES with timely and accurate reports.
- First point of contact for parents and students - referring issues to pastoral staff promptly.
- Collect students from lessons if required.
- Liaise with teachers to organise homework for absent students.

- Working appropriately with external agencies when required.
- In conjunction with other Year Administrators, organise vaccinations and photographs for the year group.
- Liaise with Sixth Form admin team and other FE colleges to ensure smooth transition of Year 11 to Year 12.
- Maintain archiving and all filing accurately.
- Cover other Year Administrators for absence to ensure attendance and CallParent tasks are completed.
- Manage Year Office resources for Head of Year(s).
- Manage and issue FSM tickets and bus tickets for year group and supporting students who lose either.
- To act as a first aider/fire warden and attend training courses for proficiency.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equality and Diversity policy.
- The Governing Body is committed to safeguarding our students against radicalisation and extremism and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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