

Role Profile: School Administrator

Purpose

As the School Administrator, this role is primarily responsible for supporting the School Secretary in the day to day running of the School office. The role is also responsible for providing high quality organisational, administrative and secretarial support and proficiency in Microsoft Office and Teams is essential.

Elements of the role will include organising school trips, managing Wrap around care and after school club lists, preparing termly calendars and responding to parent communications.

As well as running the school office, a vital part of this role is ensuring the reception is well managed and school visitors, children and parents are professionally received.

Key Accountabilities

Administration Duties

The post holder

- is responsible to and works closely with the School Secretary
- completes the administration for school trips, wrap around care and school clubs
- prepares termly calendars
- answers both internal and external telephone calls and emails and deal with the queries
- greets visitors and parents
- interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with children and parents
- treats all school matters with confidentiality and sensitivity

Supports the school secretary in

- managing school events
- ordering school supplies
- managing the online booking system for Parents' Evenings
- Maintaining pupil files and pupil database

In addition the post holder is able to

- to use Microsoft Word, Excel, Teams and Outlook confidently
 - attend meetings and training courses as required
 - be familiar with and follow the school's policies and procedures
 - undertake any other duties commensurate with the post
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- There is a further opportunity to manage the First Aid and Medical Room within the school

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good level of education, including English and Maths GCSE	<ul style="list-style-type: none">• Administration and Business qualification• First Aid qualification• Paediatric care
Skills	<ul style="list-style-type: none">• Highly motivated, capable of working on own initiative• Excellent communication and interpersonal skills• Adaptable - Prepared to take on new tasks• The capacity to remain calm under pressure.• Well organised with effective time management• Discretion and confidentiality• Flexible team member	
Experience	Ability to use Microsoft Word, Excel, Teams and Outlook	<ul style="list-style-type: none">• Previous school experience preferable but not essential

Signed: Name (print):

Date: