



JOB DESCRIPTION

Job Title	School Administrator (Including Cover)
Grade	Grade 4 Scale 19-21 - Pro Rata
Hours/Weeks	36 hours per week – Term Time Only + 2 weeks
Reports To	Office Manager

Purpose of the Job

- To be responsible for the administration of the Daily Cover and associated duties
- To provide admin support to SLT
- To assist with administrative tasks and office routines
- To produce the school's newsletter and or other publications
- To administer first aid to staff and pupils as appropriate

Key Tasks

Cover

- To ensure daily cover is arranged and disseminated to all staff in a timely manner, working with staff/agencies and the SLT in charge of 'Day to Day'
- To manage online diary for applications for cover, working in line with the school's policies and procedures
- Produce statistical reports pertaining to cover as and when necessary
- To induct cover staff/agency staff into school procedures
- To manage cover work set by teachers

Administrative Duties

- To support the admin team
- To ensure smooth and effective running of the school office
- To manage the organisation of Academic Review Days/Parents' Evenings, Open Mornings and other adhoc events
- To carry out all administrative duties as directed by office manager

Trips

- To manage and oversee the administration of school trips, including risk assessments

Office

- To ensure efficient and timely communication of school events and activities



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- Proof reading and production of all school letters and 'All staff' emails
- To assist in the reprographics area

Other

- To present a professional /positive image of the school to parents and local community
- To deal with queries and provide information and advice about the school and school activities for parents, pupils and visitors in person, by telephone and by e-mail
- To ensure adequate cover is provided when admin colleagues are not in school
- To maintain confidentiality at all times
- To be aware of and comply with school policies and procedures (e.g. child protection, health and safety, data protection, confidentiality) and reporting concerns as appropriate
- Attend and participate in meetings as required
- To ensure that data protection regulations are complied with and maintained

The post holder may be required to perform any other reasonable tasks after consultation. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the post holder.

Orchard Way, Shirley, Croydon CR0 7NJ

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PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
Studied to a minimum standard of GCSE (grade A–C) or equivalent, in English and maths. *Experience of working with young people *Experience of Microsoft packages *Proficient typist	*Further or higher education qualifications relevant to the field. *Experience of working with SIMS *Evidence of working in a busy administrative environment. *Experience of working in a school or similar establishment. • Experience of making contact and dealing with external agencies.	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
• Ability to build and form good relationships with students, colleagues and external agencies. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg safeguarding.	Application form Letter of application References Interviews
• Ability to improve own practice/knowledge through self-evaluation and learning from others. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to proficiently use office • Ability to absorb, understand and disseminate a wide range of		Application form Letter of application References Interviews



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information and deal with confidential issues appropriately. • Ability to effectively maintain records and systems.		
Personal qualities:		
• Initiative and ability to prioritise one's own work and make informed decisions. • Able to follow direction and work in collaboration with line manager and establishment's Leadership Team. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community.		Application Interview

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