

Saracens High School

Job Description

Job Title:	Administrator
Responsible to:	Trust Business Manager

This role has two main purposes:

- a) **9am to 12.45pm** to provide support to ensure the effective administration of the Trust office
- b) **1.15pm to 5pm** to support the teachers by providing general administrative services

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress

Your key responsibilities as **Administrator** for the Trust are:

- Correspondence and report writing for the Chief Executive Officer
- Filing and putting together of Board and Committee papers for the CEO, TBM and Clerk
- Support with ordering and procurement, including communications with contractors and liaison with the Senior Caretaker regarding premises matters
- Filing of training and other HR records for governors, trustees, staff and volunteers
- Establishing and maintaining a computerised system of key HR and training events, delegating actions, following up and recording completion
- General administrative duties including photocopying
- Making arrangements and purchasing items for the wellbeing programme and breakfast club

Your key responsibilities as **Administrator** for the School are:

- General administrative support to the school, including but not limited to emailing, maintaining databases, filing, photocopying and laminating.
- Assisting with school reception, answering queries, calls and pupil exit

General responsibilities:

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety
- Adhere to the school policy on equality and diversity
- Undertake appropriate professional development including adhering to the principle of performance management

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.

Person Specification

Criteria	Essential	Desirable
Qualifications	English and Maths GCSE at A*-C (9-4) Fluent spoken and written English and good numeracy	A levels or equivalent
Experience	Experience of working as an Administrator	Experience of working as an Administrator in a secondary school
Knowledge	Microsoft Office, including Excel Use of ICT Knowledge of databases	Experience of First Aid or willingness to undertake training Knowledge of Google Suite
Personal Attributes	Excellent communication and interpersonal skills Able to work in a team Able to show initiative Able to manage own time effectively and demonstrate initiative including establishing priorities Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies Able to maintain confidentiality Able to work with minimum supervision Commitment to safeguarding and promoting the welfare of children	Commitment to personal development