

High Grange

Job Description

Job Title: *Administrator*

Reports to: *School Principal*

Type of Position: Part time 22-24 hours per week

Salary: £25,750 – £27,700 per annum – (pro rata)

About High Grange School

High Grange School is an outstanding, specialist independent school for pupils with Autism Spectrum Condition (ASC) and associated needs, including PDA, ADHD and social, emotional and mental health differences.

Safeguarding

High Grange School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and comply with all safeguarding procedures in line with current statutory guidance.

The Role

The Administrator provides efficient, accurate and professional administrative support to ensure the smooth day-to-day operation of High Grange School. The role underpins the effective running of the school by maintaining reliable systems, supporting staff and leaders, and delivering responsive service to pupils, families and external partners.

The postholder will play a key role in office administration, staff information management, recruitment and HR support, compliance, and communication across the school community. The role requires strong organisational skills, excellent attention to detail, discretion, and the ability to manage multiple priorities in a busy school environment.

Key Responsibilities

- Maintain accurate and up-to-date staff files, including filing, archiving and record management.
- Organise and update staff records across relevant systems, including Cool care.
- Maintain and update staff training records and individual training files.
- Support the maintenance staff information in line with school procedures and statutory requirements.
- Ensure records are stored securely, accurately and in compliance with confidentiality and data protection expectations.
- Support the organisation and management of leavers' documentation, including archiving files, issuing leaver letters, and ensuring the return of keys, staff ID and other school property.
- Support the full recruitment process from application to appointment, including:
 - preparing and placing adverts
 - organising interview arrangements and interview packs
 - supporting SLT with interview administration
 - chasing and recording references

- completing enhanced DBS checks and social media checks
 - arranging induction and starter documentation
- Prepare and issue staff contracts and letters relating to employment, changes in terms and conditions, promotions, changes in role and responsibilities, appraisal outcomes and other staffing matters.
- Organise and process DBS renewals for existing staff and enhanced DBS checks for new starters.
- Arrange DBS checks for contractors and volunteers as required.
- Support the organisation of staff inductions, including starter packs, access arrangements, keys, fobs, ID cards and related onboarding documentation.
- Assist senior leaders in planning and delivering the two-week induction process for all new staff.
- Prepare for staff positive attendance meetings, including collating Bradford scores, arranging meetings, producing letters and taking minutes as and when required.
- Support the Principal, Headteacher and external HR team with the administration of HR meetings and associated documentation.
- Provide administrative support in relation to staff payroll by preparing and supplying accurate information where required and liaising with relevant colleagues or providers.
- Maintain the Single Central Record (SCR) to ensure it is fully compliant with the Independent School Standards and current government guidance.
- Support compliance with safeguarding, safer recruitment, confidentiality and data protection requirements.
- Ensure all required administrative checks and records are completed accurately and in a timely manner.
- Assist with routine audits and checks of staff documentation and compliance records.
- Support the school in maintaining secure, well-organised and legally compliant personnel records.
- Support the organisation of meetings, appointments, calendars and school events.
- Assist with routine office processes to ensure efficient operational delivery.
- Coordinate and distribute documents, packs, letters and information for staff and leaders.
- Work collaboratively with colleagues to ensure administrative deadlines are met and that support is responsive to school needs.
- Provide practical administrative support that contributes to a safe, organised and well-managed school environment.
- Provide accurate, timely and reliable administrative support to the Principal, Headteacher, senior leaders and staff.
- Deliver a high standard of service to parents, carers, pupils, visitors, staff and external agencies.
- Contribute to strong communication, organisation and operational effectiveness across the school community.
- To ensure that confidentiality is maintained at all times in conjunction with HGS Confidentiality Policy.
- Safeguarding and child protection is every staff members responsibility. As an administrator at HGS safeguarding and child protection is an absolute priority. The successful applicant would have to work in collaboration with the schools safeguarding team, the schools SLT and wider educational team to promote keeping children safe. The successful applicant must adhere to High Grange School's safeguarding children and adult policies and procedures.

Criteria	Essential	Desirable
Qualification and training	High standard of education, including level 3, 4 and 5 qualifications or equivalent. Evidence of relevant administrative or office-based training and/or experience Knowledge of school HR protocols and processes across all areas stipulated in the job description Qualifications, training and experience of Microsoft office applications	Qualifications to a degree standard Relevant further qualification in business administration, school administration, HR, or related field Training in safer recruitment, Single Central Record management, or HR systems Training in school office systems
Experience	Understanding of the importance of confidentiality, safeguarding and data protection Understanding of accurate record-keeping and administrative compliance Awareness of professional standards, confidentiality, accurate minute taking and diligence in supporting and managing HR meetings Understanding of organising staff personal files, organising all aspects of staff recruitment procedures and processes Prior experience of supporting administrative HR within schools	Experience of working in a school or education setting Experience of recruitment administration, HR support or personnel record management Experience of maintaining a Single Central Record within a school environment (or equivalent) Experience using school information systems such as School pod, Cool care or similar platforms Experience of supporting attendance meetings, induction processes or payroll administration
Knowledge and skills	Understanding of the importance of confidentiality, safeguarding and data protection Understanding of accurate record-keeping and administrative compliance Awareness of professional front-line customer service standards Understanding of office procedures and effective administrative systems	Knowledge of safer recruitment principles and school staffing processes Understanding of the Single Central Record and associated compliance requirements Awareness of school operational procedures and statutory expectations in education settings Knowledge of staff induction, DBS processes and HR documentation

	Excellent organisational and time management skills Strong written and verbal communication skills High level of accuracy and attention to detail Ability to work independently and use initiative Ability to manage multiple tasks and changing priorities Competence in using Microsoft Word, Excel, Outlook and other standard office software Ability to build positive working relationships with staff, pupils, parents and external agencies Ability to maintain a professional, calm and helpful approach under pressure	Ability to use school-based management information systems confidently Ability to support HR or recruitment processes with minimal supervision Ability to minute meetings accurately and produce professional correspondence Ability to identify and improve administrative systems and processes
Personal Qualities	Hard working and professional Approachable, resilient and ability to complete task individually Self-motivated and reliable Good interpersonal skills Flexible and solution driven Reliable, proactive, self-motivated and take pride in all aspects of their work Work towards stipulated deadlines and support the management of SLT and school calendar /diary High levels of personal resilience when supporting the schools SLT and working alongside the schools administrative team. Positive attitude towards work and wants to make a difference to the	Continuously wanting to improve knowledge and skills – take pride in own CPD Work alongside the schools senior leadership team and support the schools administrative team. Work under pressure and adhere to deadlines Positive, helpful and supportive person who wants to make a difference to the schools administrative team Manage own and others stress levels and be solution driven when faced with problems / difficulties Enthusiastic about contributing to a positive school culture Willingness to develop skills and take on wider administrative responsibilities Ability to work as a team whilst being able to undertake individual tasks and complete tasks to highest standard

administrative operational demands
of the school

Trustworthy and have capacity to
manage confidentiality material
across various all areas of
responsibility

Flexible and adaptable to the needs
of the school

Committed to safeguarding, inclusion
and the wellbeing of pupils and staff