

Goresbrook School

Job Description

Post: Administrator (Secondary)
Responsible to: Middle Leadership

Role Purpose

To provide a range of administrative, technical and practical services to support the effective and efficient running of the School.

To promote the highest standards of achievement across the School

Main duties and responsibilities

Secondary Reception duties

Within the Secondary School:

- To receive visitors, parents, pupils and deliveries.
- To co-ordinate the administration and registration of visitors to the school.
- Deal with enquiries from parents, students and staff as appropriate.
- Ensure messages are prioritised and passed on in a timely fashion.
- Maintain good communications and working relationships with parents, contacting them as required promptly and efficiently.
- To co-ordinate the sale of school uniform along with other staff members.

Administrative duties

- To operate standard office equipment, e.g. fax machine, franking machine and photocopier.
- To provide general office and school administrative support as required.
- Using School systems to enter, edit and retrieve data as required.
- To produce, update and maintain high quality displays in classrooms and corridors.
- To prepare and maintain equipment/resources as directed by the teacher
- To manage and maintain pupil files
- To ensure compliance by self and others with all health and safety policies and procedures.
- To promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- To design processes and systems for various aspects of the school
- To post letters daily

Other

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- To plan and lead after school clubs on a regular basis.

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed

Print Name

Dated

Goresbrook School

Person Specification

Post: Administrator (Secondary)
Responsible to: Middle Leadership

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Good numeracy/literacy skills / GCSE (or equiv) Maths and English 	<ul style="list-style-type: none"> First Aid Qualification
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in Reception / use of switchboard Sound experience of the full range of administrative tasks General knowledge of office procedures Experience of working within a school 	<ul style="list-style-type: none"> Experience of developing and updating websites.
SKILLS	<ul style="list-style-type: none"> Competent in the use of a wide range of ICT packages including Microsoft office: Word; Excel; Powerpoint Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, pupils and official visitors Ability to prioritise own workload and identify problems that may require actions by others Work constructively and flexibly as part of a team, understanding school roles and responsibilities. Excellent range of secretarial and administrative skills Ability to establish, improve and develop systems Excellent role model for oral and written communication. 	<ul style="list-style-type: none"> Good numerical skills Intermediate or Advanced use of ICT packages Knowledge of first aid
QUALITIES	<ul style="list-style-type: none"> A highly professional approach to their work The ability to thrive in a 'no excuses' culture Great energy, enthusiasm and hope A real drive to make things happen A passionate desire to make a difference Good sense of humour 	