



SCHOOL ADMINISTRATOR JOB DESCRIPTION

Reports to: Head of Seniors

Overall job purpose

To provide comprehensive administrative support to the Head of Seniors, ensuring efficient operation and smooth coordination of tasks and responsibilities within the senior school department. They also contribute to the wider commitment to a broad and balanced education at Fulham School.

Role Summary & Job Purpose

- (a) To lead on Whole School administration, ensuring a collaborative and professional approach across Pre-Prep, Prep and Senior;
- (b) To provide administrative and organisational support to ensure the smooth running of the Senior School
- (c) To assist with the smooth running of the office
- (d) To provide full administrative support to the administration team and teaching staff as required
- (e) To help manage communal areas– greet all visitors and make them feel welcome, cover the switchboard
- (f) To arrange internal meetings
- (g) To project a professional image of the school at all times

Key Responsibilities

Support for Head of Seniors

- (a) To have responsibility for diary management for the Head of Seniors and be responsible for entering all appointments and assisting the Head of Seniors to manage their time efficiently and effectively;
- (b) To ensure the Senior Head is always briefed on important correspondence, particularly when away from the office;

- (c) To field incoming phone calls to the Senior Head where necessary;
- (d) Coordinating refreshments and minute-taking where appropriate, maintaining confidentiality and discretion at all times;
- (e) To produce letters, reports and other documents for the Head where required.

School Administration

- (a) To provide a warm and friendly welcome to all visitors and ensure that the school policy for safeguarding is adhered to;
- (b) To answer the telephone, filtering calls and respond to e-mails or forward to the appropriate person, ensuring that they are delivered in a timely manner;
- (c) To respond to a range of enquiries in person, by email and over the phone;
- (d) To respond to pupil's needs, directing to other members of staff as required;
- (e) To use a range of computer programmes, including iSAMS and to perform daily admin tasks;
- (f) To use Microsoft Office programs, including Excel, Publisher, Word, and Outlook, to produce and proofread a range of documents, including reports and letters;
- (g) To communicate with teaching staff to ensure that important pupil information is shared and updated in a timely manner;
- (h) To administrate the student disciplinary processes;
- (i) To administer first aid and medication to students and record on the school database;
- (j) To liaise with the School Welfare Manager and support with the onboarding of new students and their medical needs, vaccinations, risk assessments and distributing relevant information to staff;
- (k) To manage the school calendar and arrange event bookings, room bookings and meetings;
- (l) To provide help and assistance for evening events where applicable;
- (m) To assist in the preparation for Senior Parent-Teacher meetings;
- (n) To deal with complaints from parents both face-to-face and over the telephone and ensuring the complaint is passed on to the right person/department, sending holding replies as needed and maintaining an accurate log of complaints and actions taken
- (o) To order stationery for the senior school staff where necessary;
- (p) To lead on Clubs for the Senior School;
- (q) To collaborate with colleagues and teams within Fulham School, such as Admissions, Finance, HR, IT and Operations, to ensure a smooth running of the school;
- (r) Use your own drive and initiative to ensure the smooth running of the school and uphold the expected experience of students, parents, and all other visitors to the school.

Training & Development of Self and Others

- (a) Be proactive in identifying own training needs
- (b) Participate in training activities and sessions offered by the school and other external agencies to further relevant knowledge and skills and keep up to date with technical, health and safety requirements relevant to the job.

Marketing & External Links

- (a) Actively promote the department within the school community to encourage pupils' interest in the subject area.
- (b) Contribute to the positive promotion and marketing of the school and Inspired in the local and wider community.

General Responsibilities

- (a) Always upholding Fulham School's Child Protection and Safeguarding Policy
- (b) Always adhering to Fulham School's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance, and conduct
- (c) Adhering to all school policies and procedures
- (d) Maintaining positive, courteous relations with students, parents, and colleagues
- (e) Attending parents' evenings and staff meetings
- (f) Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- (g) Attending INSET days as required
- (h) Work towards and support the School vision and objectives outlined in the School's Strategic Ambitions
- (i) Work within the School's health and safety policy to ensure a safe working environment for staff, students, and visitors
- (j) Engage actively in the performance review process.
- (k) Undertake other reasonable duties related to the job purpose required from time to time.
- (l) Promote equality of opportunity for all students and staff, both current and prospective.
- (m) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.