



Saracens High School

Job Description

Job Title:	Administrator
Responsible to:	Senior Administrator

The main purpose of the role is to provide full support to ensure the effective administration of the school.

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** are:

- Reception duties including, welcoming pupils, parents and visitors, checking DBS and identification documents, dealing with requests in a professional manner
- General administrative support to the school, including but not limited to typing, emailing, maintaining data, filing, photocopying, franking post, distributing post, reprographics
- Contact parents / carers as required
- Handle telephone calls to the school, recording information and passing on messages
- Provide support to other admin and finance staff
- 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
- Ensure confidentiality and adhere to GDPR requirements at all times
- 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	<p>English and Maths GCSE at A*-C (9-4)</p> <p>Good standard of literacy and numeracy</p> <p>First Aid qualification or willingness to undertake training</p>	A levels or equivalent
Experience	Experience of working as an Administrator	<p>Experience of working as an Administrator in a school</p> <p>Experience of school MIS systems</p>
Knowledge	<p>Microsoft Office</p> <p>Use of ICT</p>	Knowledge of local communities on the Grahame Park Estate
Personal Attributes	<p>Excellent communication and interpersonal skills</p> <p>Able to work in a team</p> <p>Able to show initiative</p> <p>Able to manage own time effectively and demonstrate initiative including establishing priorities</p> <p>Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p> <p>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</p> <p>Able to maintain confidentiality</p> <p>Able to work with minimum supervision</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	Commitment to personal development