



SCHOOL ADMINISTRATOR



THE ROLE

The role of the School Administrator is wide-ranging and busy, providing administrative support across the School. It also encompasses the role of PA to the Headmaster, the aim of which is to proactively assist and support the Headmaster. In addition, the role will provide support to the Leadership Team and other staff in the day to day running of the School.

The postholder will come into contact with a wide range of staff, students, parents and other visitors and should provide a welcoming environment at all times, whilst operating in the highest professional standards.

JOB DESCRIPTION

PA to the Headmaster duties will include:

- Acting as first-line contact for the Headmaster and managing email enquiries.
- Write letters/emails on behalf of the Headmaster when necessary, and liaise with parents on general matters, ensuring professional standards are maintained at all times.
- Co-ordinating and managing all diary commitments and appointments for the Headmaster; confirming all meeting and travel details.
- Providing full administrative support for the Headmaster including supporting with the production of reports, documents, policies and database management.

Leadership Team support including:

- Initiate and circulate relevant meeting agendas and accurately and confidentially keep records of meetings and minutes.
- Managing the School's calendar, including booking for significant School events. Arrange gifts/flowers for School events, visiting speakers etc. Attend occasional major public events which take place outside of School hours.
- Providing administrative support for student recruitment and marketing events.

**HR support including:**

- Maintaining personnel records, both manual and electronic, for all teachers and support staff. Ensuring all staff files are fully compliant.
- Initiate and administer the process of teacher recruitment, including maintaining the Single Central Record; liaising with the School Bursar and Headmaster.
- Processing DBS Applications and recruitment checks

School Administrative support including:

- Managing the School's photography process.
- Managing stationery stocks.
- Communicating with parents on behalf of staff via the School Comms system.
- Booking travel for trips, including regular PE teaching off-site.
- Setting up online booking forms for Parents' Evenings, trips & events on School Cloud platform

Reception support:

- The postholder will be based in the main School reception and will need to balance the competing demands of a busy school office, managing the telephones, visitors, with their other duties.
- Monitoring barrier system for car entry

Other duties:

- Review their own performance and identify self-development needs.
- Attend in-service training courses as appropriate.
- Develop expertise with SIMS on an ongoing basis.
- Any other duties delegated by the Headmaster.



SKILLS AND EXPERTISE

Essential:

- Proven track record of successfully supporting senior leaders, ideally within an education environment.
- Excellent organisational and administration skills and strong attention to detail and accuracy.
- Deal with sensitive matters, showing absolute confidentiality and discretion at all times.
- Advanced Microsoft Office skills, ideally with experience in Office 365.
- The ability to work to deadlines and manage multiple tasks.
- A proactive attitude to day-to-day activities and to problem-solving.
- The ability to maintain a professional and calm persona, to have patience and understanding of others and work effectively within a team and individually.
- Discretion, professionalism, confidentiality and resilience.
- Excellent communication skills, both oral and written and an excellent telephone manner.
- The ability to work in a proactive and constructive way with the Headmaster.
- To support the aims and values of the School and an understanding of the business needs of the School.
- A sense of humour.
- A high standard of personal presentation.

Desirable:

- Experience of working in a school environment.
- Experience of a public facing or customer service role.
- Knowledge of SIMS.

WHAT WE OFFER

The opportunity of working within a supportive, friendly environment in this well run and respected school.

- Healthcare cash plan
- Staff discount on School fees
- Free car parking on site
- Discounts from local businesses through our Shop Local Card
- Free School lunches