



# GATEWAYS SCHOOL

## School Administrator Job Description

<b>Accountable to:</b>	Deputy Heads & Head
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<b>Overview:</b>	<p>The role of the School Administrator:</p> <ul style="list-style-type: none"><li>• to monitor attendance across the school and action strategies to improve attendance where necessary;</li><li>• to build relationships with current and past Gateways pupils, parents and staff in order to sustain a vibrant and successful Alumni function within school.</li></ul>
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### Responsibilities

#### Attendance:

- To promote excellent attendance, punctuality and conduct amongst all students and ensure the school's attendance procedures are maintained effectively;
- To establish and develop a professional service to support the school in monitoring attendance, investigating any persistent absences and improving punctuality where necessary;
- To work on initiatives which raise the awareness of staff, parents and the wider school community on the importance of high levels of school attendance;
- To manage the effective use of data and apply this in monitoring overall attendance figures;
- To monitor trends and patterns in attendance / punctuality that require action;
- To make contact with families to assess the reasons impacting on attendance of individual pupils;
- To work alongside members of the Pastoral and Senior Management teams upon identification of pupils whose attendance is a barrier to progress and achievement, using regular checks to improve levels of attendance;
- To ensure that staff complete registers correctly and reliably;
- To report comparative figures, impact of strategies and areas for further development to the SMTs;
- To facilitate meetings within school, liaising with the pastoral staff and SMTs regarding pupils whose attendance or punctuality is causing a concern;
- To be proactive, initiate necessary action and be able and prepared to put forward your own judgements;
- To set a good example in terms of personal presentation, attendance and punctuality;
- To be able to apply confidentiality procedures as appropriate to the context;
- To know about data protection issues in the context of this role;
- To undertake any other duties as may reasonably be required commensurate with the post
- Regularly monitor pupils who sign out early and after registrations to identify trends;
- Produce and send letters regarding lateness, attendance and truancy;

- Liaise with the Senior Management Teams to implement strategies to improve attendance;
- Organise and lead attendance meetings with parents;
- Communicate attendance strategies, updates and expectations to the relevant staff;
- Ensure attendance data logs are up to date at all times.

**Alumni:**

- Collect personal contact details (email, mobile number, destination after Gateways etc) of all leavers before departure;
- Invite all leavers to join the Alumni Facebook Group;
- Maintain contact with all those who have departed Gateways for pastures new;
- Manage all Old Gatewegian Association (OGA) communications;
- Continually build alumni database ensuring all information is accurate and up to date;
- Follow up all OGA sign ups to gain further details for the database;
- Create, organise and distribute a monthly social media post to engage, encourage participation and share details of our alumni;
- Create, organise and distribute an annual OGA e-newsletter (developing to a termly newsletter if necessary);
- Create, organise and run a programme of OGA events, including an annual fundraiser;
- Devise innovative ways to re-engage with alumni;
- Promote the OGA to current students, specifically leavers;
- Build a rapport with leavers with the aim to keep regular contact with recent leavers;
- Keep the Alumni notice board up to date, developing as required;
- Develop and maintain active and vibrant social media platforms for the OGA;
- Develop campaigns to encourage 'lost alumni' to engage with the OGA;
- Continually develop the Alumni page of the school website;
- Showcase the OGA at school events;
- Develop a network of alumni volunteers to support school events and activities;
- Provide OGA data and statistics as required, for example at the Governors termly meeting;
- Encourage donations to support the development of school facilities;
- Manage the OGA budget;
- Attend meetings with the Marketing Manager to discuss and develop the marketing and opportunities available for the OGA;
- Liaise with the Marketing Manager to ensure all marketing material, social media and the school website are up to date.

**Reception:**

- Promptly answer phones, doors and emails;
- Welcome, sign in and escort visitors and contractors to / around the premises;
- Assist with first aid response.

**General:**

- To take the minutes of meetings when required;
- To be responsible for safeguarding and promoting the welfare of children;
- Follow all school policies;
- Attend all school training days and meetings as required;
- Perform any other duty as required by the Head.

This job description may be subjected to amendment upon the mutual agreement of the Head and the individual member of staff and will be reviewed annually.

Person Specification	Essential	Desirable
<b>Qualifications</b>		
First Aid Trained. <i>(Training will be provided where required)</i>		X
GCSE A*- C or equivalent in English & Maths.	X	
Evidence of additional, relevant academic qualifications related to administration/customer service.		X
<b>Experience</b>		
Experience in a school setting.		X
Experience in a customer facing role.	X	
Experience working in a fast-paced environment.		X
<b>Skills</b>		
Excellent spoken and written communication skills.	X	
Excellent listening skills.	X	
Attention to detail.	X	
Accurately enter/retrieve data from information systems.	X	
<b>Knowledge</b>		
Knowledge of Microsoft Office, specifically Word and Excel.	X	
Knowledge of iSAMS & Firefly communication systems.		X
Knowledge of Data Protection and GDPR.		X
Knowledge of Safeguarding and Health and Safety procedures within a school environment.		X
<b>Personal Attributes</b>		
Work well as a part of a team, as well as on your own initiative.	X	
High levels of honesty and integrity.	X	
Positive can-do attitude.	X	
An awareness of the importance of confidentiality, sensitivity and tact particularly when dealing with personal issues.	X	
Flexibility and willingness to be adaptable, accessible and approachable.	X	
<b>Safeguarding Children</b>		
Ability to maintain appropriate relationships and personal boundaries with children and young people.	X	
Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
Understanding of the importance of safeguarding and child protection and its impact on this role.	X	