

JOB DESCRIPTION

Job Title:	School Administrator
Responsible to:	Business manager
Responsible for:	The administration of the school and exams
Hours:	8.30- 4pm (including 30 min paid break) Term time plus 1 week (3 training days plus 2 for results)
Salary:	Up to £25,000 actual salary
Job Type:	Permanent
Base:	Stone Lodge Therapeutic School, Rothwell Grange, Rothwell Road, Kettering NN16 8XF
Liaises with:	Other members of staff, contractors and parents
Conditions of Service:	This post is subject to terms and conditions of the employment of Stone Lodge Therapeutic School.

Main Responsibilities:

- Exam officer (training and support offered)
- Day to day management of the administration systems
- Maintaining pupil data including attendance and referrals
- Organising the school calendar and contractors
- Minute taking
- Management of staff HR files
- Managing petty cash and inputting into financial systems
- First contact for parents and enquiries
- Exams officer role (Full training will be given)

ICT responsibilities:

- To use IT and computers in day-to-day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, including centrally purchased systems

General:

- Inputting pupil attendance into the school information system
- First day call in the event of pupil absence
- Tracking referrals and maintaining the school roll
- Maintaining pupil files
- Organising the exams (with support from the teaching staff)
- Administration of EHCP reviews (this involves sending invites and minute taking)
- Maintaining staff files including training
- Overseeing safer recruitment checks including DBS checks
- Maintaining the school calendar and booking Health and Safety checks and contractors
- Oversight of school vehicles including booking MOTs and key management
- Managing petty cash and inputting expenditure and revenue into the financial system
- First contact for queries

To be noted:

- *This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Principal.*
- *This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*
- *The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.*

Stone Lodge is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS clearance, safeguarding checks and references.

PERSON SPECIFICATION

Please note – full training will be given

Training & Qualifications	ESSENTIAL	DESIRABLE	HOW TESTED
	GCSE C/4 or above in English and Maths or equivalent	Administration qualifications Degree Safer recruitment training	Show certificates of qualifications at interview
Experience	Experience working in a school administration position	Experience in a special school Finance experience Experience in school systems Exams Officer experience	Application form. Assessed at interview and references.
Knowledge & Skills	Skills using computer databases and common programmes.	Knowledge of health and safety	Application form.

	<p>High standard of report writing.</p> <p>Excellent communication skills</p> <p>Ability to plan, prioritise, delegate, organise self and others; manage, monitor, evaluate and review one's own work</p> <p>Ability to work on own initiative and in teams</p> <p>Excellent organisational skills</p> <p>Ability to complete checks, keep to schedules and ensure regulatory compliance to a high standard</p>	<p>Knowledge of safeguarding in schools</p> <p>An understanding of the needs and difficulties of young people with mental health problems or other areas of SEN.</p>	<p>Interview and references.</p>
Other	<p>An ability to interact effectively with staff from all disciplines and work hard as part of a team.</p> <p>Desire to "go the extra mile" in the best interests of children and the school</p> <p>Good sense of humour and to be able to place events in perspective.</p> <p>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</p> <p>Ability to accept and use supervision appropriately and effectively.</p> <p>Good personal organisational skills.</p>	<p>Experience of working within an education system.</p>	<p>Application form, interview and document check.</p>

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