



**School Administrator**

## Job Description

<b>Job Title</b>	<b>Administrator</b>
<b>Grade /Actual Salary</b>	<b>BG-J £20,399—21,347 inclusive of SEN and fringe allowances</b>
<b>Hours</b>	<b>Term Time plus 5 days working 35 hours per week</b>
<b>Responsible to</b>	<b>HR Business Manager and senior leadership</b>

### Job Description

To provide and maintain a welcoming environment for learners, colleagues and visitors which is safe, attractive, comfortable and conducive.

The post requires a personable approach when dealing with anyone from the school community and responding to queries from individuals from the public and or other professions.

Specifically the post holder is required to provide a range of reception, clerical and administrative services as directed by senior staff and as required by colleagues.

### Main Duties and Responsibilities

- Undertake general administration duties when required, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors and escort within school as necessary
- Provide general clerical support including, but not limited to, clerical processing, word processing, data gathering/analyzing, proof reading
- Maintain data and update records for various school resources
- Produce lists, information and data as required by senior staff or external agencies. Provide reports in a variety of formats
- Liaise with a broad range of stakeholders, specifically staff, learners, parents/carers and external professionals
- Data entry on SIMs—Schools Information and Management software for all learner related data
- Send communication to parents/carers and other professions parties, this may include email, calls and sending data requests
- Manage and maintain data archiving for all learner profiles and any data stored in the administrative shared drives
- Organise and facilitate on-site clinics, activities and other visits, as required
  - Liaise with all parties, creating a schedule that works for everyone and communication with any parties impacted
  - Escort visitors around the school site as required
- Open, sort and distribute incoming mail and post outgoing mail
- Maintain stationery stocks and arrange orderly secure storage of supplies

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### Scope of Job ICT and Technology

- Be competent in the use of Microsoft office package
- Must possess advanced skills in the use of Excel
- Have the ability to utilise office equipment and utilise the full features of office phones, printers, scanner and other such equipment

### Scope of the Job

The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with this policy.

All staff should retain strict confidentiality about all aspects of school life and follow GDPR 2018 practise.

### Important Information

This School is committed to **safeguarding children** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to **Disclosure and Barring Service** checks along with other relevant employment checks.' This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. **It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

Please detail **full employment history** since leaving secondary education. Please include periods of any post-secondary education/training, part time and voluntary work as well as full time employment, with start and end dates.

Please provide explanations for periods not in employment or education/training and reasons for leaving employment.

If you are not currently working with children/young people but have done so in the past, it is important that a reference is obtained from the employer by whom you were most recently employed working with children/young people. Please provide contact details.

Employment references will not be accepted from relatives or people writing solely in the capacity of friends.

(This job description may be amended at any time after discussion with the Headteacher, but in any case, will be reviewed annually when key tasks related to the school priorities will be determined.)



## Job Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

### Key

E = Essential

D = Desirable

A	Qualifications, Knowledge and Experience	E/D
A1	A—C in GCSE Maths and English	E
A2	Appropriate qualification to demonstrate excellent command of written and spoken English	E
A3	Qualifications equivalent to National Qualifications Framework level 2 (GCSE's A*-C, BTEC First Diploma and Certificate, OCR Nationals, NVQ's).	E
A4	A knowledge and experience of working with learners with SEN	D
A5	Commitment to and the knowledge and experience of promoting the welfare and safeguarding of learners	D
A6	Excellent ICT skills: knowledge of Microsoft Office software package and in particular Excel, database maintenance and email/internet use	E
A7	A willingness to learn and use new skills in order to meet the needs of young people with communication and other difficulties	E
A7	Understanding of current educational developments, statutory requirements and the Ofsted framework	D
A8	Proficient in the use of SIMs (NB: training will be provided)	E
B	Competence Summary	
B1	Knowledge of procedures for a range of advanced activities in a general office environment.	E
B2	Ability to record data accurately in databases and other areas of record keeping	E
B3	Ability to problem solve any day to day issues and utilise initiative	E
B4	Work independently and also work within a team setting	E
B5	Experience in working in a public service or educational environment	D
B6	Knowledge of Child Protection and Safeguarding procedures	D
C	Skills and knowledge	
C1	Possesses strong data analysis skills, and the ability to utilise data effectively	E
C2	Effective communication and interpersonal skills	E
C3	Committed to maintaining accurate records and following GDPR and retention policies	E
C6	Excellent interpersonal skills including the ability to listen to, understand and work with a wide range of audiences	

D	Personal Attributes	
D1	Ability to work collaboratively with other agencies and professionals to support the holistic development of individual learners	E
D2	Excellent communication skills, both oral and written	E
D3	A warm, friendly and approachable personal style	E
D4	Ability to support an open and transparent culture, acknowledge differences and overcoming potential barriers	E
D5	Ability to work on own initiative and anticipate and manage priorities and deadlines	E
D6	Ability to maintain a safe, secure and healthy learning environment for both learners and staff and promote well-being for both self and staff	E
D7	Demonstrates a high level of commitment to safeguarding, inclusion and equality in all aspects of school life	E
D8	Demonstrates a commitment to maintaining an effective and collaborative relationship with the Governing Body	E