

Job Description and Person Specification

Post: School Administrator

Line Manager: Office Manager

Purpose of the Role:

- To work as part of the administration team in supporting the school in attaining its aims and objectives by providing the most effective and efficient service to the school.
- To provide a comprehensive, confidential administrative service to the school, supporting the development of pupils

Administration:

- To work alongside colleagues to ensure smooth running of student annual reviews
- Registering and supporting parent accessing SIMs 360 to ensure cashless payments
- Provide general clerical/admin. support e.g. photocopying, filing, scanning, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems, input new data as necessary. Proactively perform housekeeping of SIMs
- Produce lists/information/data as required e.g. pupils data
- Undertake word-processing and other IT based tasks
- Sort and distribute both internal and external mail
- Undertake administrative procedures (E.g. processing of orders)
- Maintain and collate pupil reports
- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Archiving pupil files
- Sending leavers files to new setting
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform sales within the school
- Provide a range of support service/resources to staff, pupils and others
- And other reasonable responsibility/tasks as identified from time to time by the Office Manager

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Where appropriate provide support for other staff carrying out routine administrative tasks
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Person Specification

- Good standard of education
- Computer literate with a good knowledge of word for production of correspondence, and the use of spreadsheets
- Experience of managing and operating SIMS
- Excellent verbal and written communication skills for dealing with pupils, parents, relatives, teachers and LA staff
- Ability to work on own and prioritise, and to meet tight deadlines
- Excellent organisational & planning skills
- Ability to work under pressure

Organisation

- Working as Part of a Team
- Operating a service orientated 'can do' approach and a culture of support within teams
- Acting at all times according to the highest standards of professional conduct
- Working with empathy and discretion at all times ensuring confidentiality