



## **JOB DESCRIPTION**

**JOB TITLE:** School Administrator

**TERMS:** Grade 3 Points 4-6

**Part Time, 30 hours per week, term time**

**REPORTING TO:** Business Manager

### **Purpose of the role:**

To be an ambassador for the school when meeting students, parents and other visitors and to act as first point of reference.

To provide general administrative support to the school under the instruction of Business Manager and to assist in the efficient running of the school.

To contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff.

To be aware of and support differences and to ensure equal opportunities for all. This role reports directly to the Business Manager.

Key Responsibilities – The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Business Manager, according to the school's needs.

### **Attendance**

- Working with our Education Welfare Officer, ensure timely and accurate recording of student attendance throughout the day
- Working with SLT to follow up with any student who is not in their lesson to ensure we know where they are

### **Reception**

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly
- Assist students with inquiries, providing information and guidance as needed
- Manage student sign-in and sign-out procedures

- Manage mobile phones which are confiscated during the school day in line with the school's mobile phone policy
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges
- Providing information and support to other staff members as required
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures

### **Administrative**

- Updating records/management information systems
- To produce reports from the Management Information System under the direction of the Business Manager
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Headteacher and Business Manager.
- Support students and parents with access to the IT systems
- Support with school events as directed by the Business Manager and Headteacher

### **Essential skills & qualifications**

- Excellent organisational and time-management skills
- Strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent communication skills, both written and verbal
- Ability to work independently and as part of a team
- Experience in a school or educational setting (preferred)
- A relevant qualification, such as a business administration or secretarial qualification (preferred)