

JOB DESCRIPTION

SCHOOL:	Eggescliffe
POST TITLE:	Administrator
GRADE:	D (SCP 4), 37 hours pw (full time or part time) TTO + 10 days
REPORTS TO:	Admin Manager
MAIN PURPOSE:	Under the instruction/guidance of senior staff undertake general administrative support to the school.

TASKS:

Organisation

- Assist with duties in Student Services including, answering the telephone, dealing with students at the window and dealing with staff enquiries and requests.
- Deal with students who feel ill or who are injured. Notifying parents if necessary. Supervise students taking medication.
- Help to set up and clear away for Parents'/Open Evenings. Attend the events, as required, to register parents on arrival and co-ordinate queries.
- Maintain the staff drawers in the Staff Room, adding and removing starters and leavers, as required.
- Cover for absent staff.
- Provide general advice and guidance to staff, students and others.

Administration

- Issue communications, forms, events and bookings via ParentMail and deal with parent/carers queries for items issued on ParentMail.
- Regularly check ParentMail, Epraise and SatchelOne to ensure that the students and parents/carers remain connected and resolve any connection and access queries. Add and remove students, parents/carers and staff to the systems, as needed.
- Put together boxes of items, e.g. planners, for the start of the new school year for KS3 & KS4.
- Provide starter packs and system log in details for in year transfer students and their parents/carers. Monitor their access and liaise with other departments, as necessary.
- Collect and distribute locker keys to all KS3 students, maintaining accurate records and responding to related queries.
- Process detentions daily and communicate them on ParentMail. Refer any queries to the appropriate staff, as required.
- Deal with confiscated items, e.g. mobile phones and jewellery in accordance with the school policy.
- Provide support, if needed, for the Uniform Shop.
- Request support for staff and assistance with locating students when requested, by email, in person or by phone.
- Sort and distribute post, as required.
- Provide general/clerical administrative support, e.g. distribution of items to students, photocopying, filing, completion of standard forms, respond to routine correspondence.

- Maintain manual and computerised records/management information systems, including archive records.
- Produce lists/information/data as required, e.g. student's data.
- Undertake IT based tasks including word processing, mail merges and creating spreadsheets.
- Undertake other administrative procedures, when needed

Music Department Support

- Provide administration support for the musical instrument lessons held within the music department.
- Raise fees for the music lessons and monitor receipt of payments in line with agreed deadlines.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- 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
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Administrator

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • Basic First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> • General clerical and administrative 	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Experience of reception duties
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/code of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training & development needs and be willing to address these • Positive approach to customer care • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Appropriate knowledge of First Aid
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Reliable and punctual • Flexible • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	