

School Administrator

The School Administrator reports to the Support Manager.

Hours of work: 28 hours per week worked over 4 days.
8.30am to 4pm (half an hour lunch).
(Must include a Monday and Friday).
(Term Time Only plus 1 week - 35 weeks per year)
(Required to work 3 Saturdays per year for the School Summer Fair and 2 Open Mornings)

Salary: Band 2, Spine C, Progression Point 0 - 3
£12,174 - £12,996 (actual salary – pro rata)
£19,780 - £21,119 (FTE)
(Dependent on experience)

Job Purpose:

- To provide an efficient and effective administrative support to the Headmistress, pupils, parents and staff.
- To work within the Administration Team in all areas and to share the office work load.

The Overall responsibilities of the School Administrator are:

Administrator duties which include:

- Lead by example in all aspects of pupil Safeguarding and well-being and ensure Health and Safety requirements are adhered to;
- Maintain the pupil database on PASS; (the School's Management System).
- Record daily pupil attendance and absences on PASS and follow up telephone calls/text messages and emails;
- Liaise with Headmistress over authorised absences and attendance records;
- Compile clubs booklet, registers and confirmation posted on School Portal;
- Lead trip organisation through Care Monkey;
- Liaise with Early Birds, Late Club and club staff with regards to purchasing food and equipment;
- Liaise with the Foundation Purchasing Officer for purchases of school supplies and office stationery;
- Liaise with the Accounts department with regards to the payment of invoices;
- Liaise with the Accounts department with regards to the invoicing of Extras;
- Process staff petty cash forms and visit payment requests;
- Liaise with staff over the booking of transport, catering and general arrangements for trips;
- Collate the order for Staff Diaries and Teacher Planners;
- Book staff on courses and conferences;

- Maintain the Continuing Professional Development records of staff;
- Process staff reasons for absence;
- Prepare Week Ahead spreadsheets;
- Update all Risk Assessments annually in liaison with the Headmistress;
- Send out prospectuses with letters and maintain enquiry database on PASS;
- Maintain emergency contact numbers, addresses and SMS list for pupils; Contact parents via PASS and text messaging as appropriate;
- Prepare the termly calendar and update the parent portal calendar;
- Cash handling e.g. charity funds;
- Place the weekly food order and distribute on its arrival;
- Order (online and paper) assessments for prospective and current pupils;
- Set up digital assessments and download reports;
- Maintain pupil birthday list and birthday cards;
- Liaise with external club providers including regarding their Service Legal Agreements, Safeguarding procedures, etc. and Foundation HR;
- Arrange venues for clubs;
- Update and maintain clubs board.

General office duties which include:

- Sort incoming mail and despatch outgoing mail;
- Answer the telephone and deal with enquiries and collection of messages;
- Collate school mailings – photocopying, etc.;
- Production and issue of invites and tickets for School concerts via Care Monkey;
- Email maintenance re jobs requested via Taskman;
- Liaise with Catering for refreshments for trips and clubs;
- File or shred documents as appropriate in line with GDPR compliance;
- Maintain Prep School diary;
- Update whole school lists, class lists, fire lists, birthday lists, emergency phone lists, etc.;
- Send out letters for Parent Consultation Evenings;
- Assist SLT and ASPA committee, facilitating communication in support of fundraising activities;
- Help with proof reading letters and reports.

No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The School Administrator is also required to carry out other reasonable duties as are from, time to time, as required by the Headmistress.

Person Specification	
Experience	School experience is preferable but not essential.
Skills	<p>The School Administrator should:</p> <ul style="list-style-type: none"> • Have excellent secretarial, administrative and organisational skills with the ability to work to targets and deadlines; • Have the ability to work with children; • Have the ability to work independently in a busy environment and be a flexible team member; • Be able to multi-task in a busy office environment; • Be thorough in your work, with strong attention to detail and a commitment to accuracy and high quality work; • Communicate effectively (both orally and in writing) to a variety of audiences; • Have excellent IT skills; • Have a professional manner.
Personal characteristics	<ul style="list-style-type: none"> • Approachable; • Committed; • Discreet; • Loyal; • Enthusiastic; • Organised; • Resourceful.