



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: ADMINISTRATOR

RESPONSIBLE TO: SITE MANAGER

LINE MANAGEMENT RESPONSIBILITY: NONE

BUDGET: NONE

NON TERM TIME WORKING COMMITMENT: Term Time plus 5 training days

OVERALL RESPONSIBILITY:

1. To assist in the effective and efficient running of the Site Office.
2. To act as a first point of contact in the Site Office for staff, students, contractors and others.
3. To complete admin and typing requests under the direction of the Site Manager.
4. To monitor the Site Office email system, ensuring tasks are distributed to the Site Team
5. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the DfE's Keeping Children Safe in Education and Child Protection Procedures.

SECTION 1 - DUTIES:

1	Receive all visitors and deliveries to Site, inform appropriate staff and ensure visitors sign into the school and are given security badges.
2	Produce typed documentation to a high standard using relevant IT resources (letter, spreadsheets, word-processing and databases)
3	Undertake general secretarial duties in the Site Office – acting as first point of contact with the school, responding to enquiries and passing appropriate messages / information to staff.
4	To liaise with the Site Team to ensure that all community bookings are adequately provided for in terms of site requirements.
5	Provide accurate and up to date information to College Finance staff to facilitate the purchasing and invoicing process.
6	Support and aid the opening and distribution of formal, and informal communications in the Site Office, both paper and electronic, internal and external.
7	To oversee the day to day running of the Site Office email system, in collaboration with the Site Manager.
8	To input into the room/resource booking system to ensure venues and bookings are correctly recorded for internal and external use.
9	Provide efficient administration and management of the wide range of data supplied to and used by the Site Manager.

10	Work with others in updating and producing all forms of information for the Site Office.
11	Assist in the general maintenance of records and data within the Site Office.
12	To assist with hospitality arrangements for all functions within the Site Office. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.
13	Use of software packages used within the College.
14	Provide staff, students and contractors with relevant information as requested.
15	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
16	To provide First Aid care and support for students, staff and visitors as required.

Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

Other Tasks

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	