

ROLE PROFILE

Job Title: School Administrator

This role profile sets out the key responsibilities and tasks undertaken by the School Administrator to undertake specific duties to support Shaftesbury School.

Key responsibilities and duties

School Office Administration

- Provide general administrative support to the school office.
- Answer telephone and face-to-face enquiries from parents, students, visitors and staff in a professional and courteous manner.
- Process correspondence, emails and documentation accurately and efficiently.
- Support the day-to-day administrative functions of the school office.
- Maintain confidentiality in all aspects of school business.

Student Reception Cover

- Provide dedicated student reception cover on Wednesdays and additional cover where required.
- Welcome and support students attending reception.
- Respond appropriately to student enquiries and direct them to the appropriate member of staff.
- Ensure accurate recording of student arrivals, departures and appointments.

Filing and Records Management

- Maintain accurate paper and electronic filing systems.
- Archive records in line with school retention schedules.
- Ensure documentation is stored securely and complies with GDPR and data protection requirements.
 - Support the preparation and transfer of student files at the end of each academic year.
- Retrieve records promptly when required.

Administrative Support for Heads of Year

- Provide administrative assistance to Heads of Year and the pastoral team.
- Prepare correspondence and maintain student records.
- Update management information systems accurately.
- Assist with pastoral documentation and communication with parents and external agencies where appropriate.

General Duties

- Maintain confidentiality at all times.
- Comply with safeguarding, health and safety, data protection and school policies.
- Participate in training and professional development.
- Undertake any other duties appropriate to the grade of the post.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post