

## Job Description

**Job title:** School Administrator

**School:** Rivington & Blackrod high School – All sites

**Grade:** C SCP 4 - 6

**Reports to:** Office Manager

**Line management responsibility:** NA

### Main purpose of the role:


- To assist with the smooth running of the school office
- To monitor and record day to day attendance of pupils as required
- To provide full administrative support to the administration team and teaching staff as required
- To manage 'front of house' area, greeting all visitors and ensuring they feel welcome
- To arrange internal meetings
- To project a professional image of the school at all times
- To efficiently process the internal and external telephone calls

### Main administration duties:

- Uphold the Trusts mission, vision and values.
- Uphold all Trust and School policies and procedure.
- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures. To provide hospitality as required for visitors and stakeholders
- To monitor and record day to day attendance of pupils as required
- To answer and direct all incoming phone calls, taking and passing on messages where required
- To process and distribute incoming post and frank outgoing post
- To carry out all general administrative duties e.g. writing letters, ordering equipment, whole school mailings, photocopying and filing
- To assist in the upkeep of contact records, including student, staff and trustee contact information
- To maintain an orderly administrative office
- To assist on student reception as and when required
- To assist with organising meeting rooms

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 01204 333366  
(Lower School)

 01204 333266  
(Upper School)

 [office@rbhs.co.uk](mailto:office@rbhs.co.uk)



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- To organise refreshments for meetings
- To assist with the preparation and circulation of meeting papers
- To assist with student first aid/welfare duties, supporting students who are unwell, liaising with parents/staff etc and administering medicine
- To provide general advice and guidance to staff, students and others as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person

### **General Support to the Organisation**

- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend and participate in relevant meetings as required
- To utilise the school text message service to inform parents/carers of vital information
- To participate in training and other learning activities and performance development as required
- To complete any other duties commensurate with the post

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

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