

Job Description: Administrator

Location	The Deepings School
Pay Range	Grade 5 Scale Point 12 – 15 Term time plus 1 week
Reporting To	School Business Manager

Job Purpose

We are seeking an experienced high-level administrator who will be responsible for supporting the administrative and organisational processes within the school. They will also act as an initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Main Duties and Responsibilities

General Administration

- Assist with organising parents' evenings, school immunisation schedules and other events, including the organisation of rooms and equipment, and providing refreshments as required
- Trip/event administration and payment items via the school MIS
- Update manual and computerised record/information systems
- Update and maintain the school calendar and school website
- Assist with managing the email inboxes, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Admissions Administration

- Be the first point of contact for school admissions for Local Authority and parents/carers
- Processing admissions for Year 7 intake, in-year transfers, and managing waiting lists.
- All administration relating to admissions processes and escalating where necessary
- Maintaining accurate records in the MIS, ensuring compliance with data protection

Cover administration

- Record staff leave of absences on the MIS
- Support cover staff with timetables and cover folders and under supervision, use MIS to make cover changes as necessary throughout the day.
- Be the initial point of contact for cover staff queries

Reception

- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Act as the first point of contact for parents/carers and visitors arriving at the school
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

Written Communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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

Person Specification: Administration Assistant

Qualifications and Training <i>Evidenced through: Application</i>	Essential	Desirable
GCSE Grade 4 (grade C) English & Maths, or equivalent	x	
First aid training (or willingness to complete it)	x	
Business administration qualification (NVQ 2 or above) or equivalent		x

Experience <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Carrying out admissions administration in a similar setting	x	
Carrying out data and/or cover administration in a similar setting	x	
Content creation and managing websites		x
Dealing with face-to-face and telephone interactions in a professional manner	x	
Working with children or young people	x	
Working and collaborating within a team	x	

Skills and Knowledge <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Excellent oral and written communications skills	x	
Ability to respond quickly and effectively to issues that arise, adaptable to change	x	
Ability to plan, organise and prioritise to meet deadlines	x	
Ability to use own initiative and take action accordingly	x	
Excellent attention to detail	x	

Ability to use Microsoft Office suite		x
Ability to use relevant office equipment effectively		x
Ability to build effective working relationships with colleagues	x	
Understanding of data protection and confidentiality	x	
Understanding of safeguarding		x

Personal Qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	x	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	x	
Ability to work under pressure and prioritise effectively	x	
Commitment to maintaining confidentiality at all times	x	
Commitment to safeguarding and equality	x	
Embraces change well	x	
Deals with difficult situations effectively	x	