



Ashlyns School: Role Description Support Staff

Title of Post	Administrator (Permanent)
Grade (including allowances)	H3
Reporting to	AHT
Date	September 2024
Time/Hours (and Full Time Equivalent FTE)	15 hours per week, 3 days a week, term-time only

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the clearly defined aims and ethos of the school.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

- Provide administrative and organisational services to the school
- To support the Pastoral Leaders in gathering and processing a range of information and data in connection with student Behaviour and Attendance
- To provide general clerical/admin support for the Pastoral Team e.g. making phone calls, issuing written and electronic communication, filing, photocopying, responding to routine correspondence.
- Managing record keeping systems, databases and processes
- To produce data needed for key documents such as the Headteachers report
- Assisting the Behaviour Officer and Pastoral Leaders with accompanying students engaged in the SLR process
- To carry out such other duties as required, and as are commensurate with the grade of the post.

Knowledge, Skills and Personal Attributes

- Effective use of ICT, Office and Google Suites, Arbor, databases etc
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller.
- Have good numeracy and literacy skills.
- Efficient and meticulous in organisation.
- Ability to relate well to children and adults.
- Show initiative and imagination in solving problems.
- Ability to improve own practice/knowledge through self-evaluation and learning from others.
- Able to follow direction and work in collaboration with line manager and School Leadership Team.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Exhibit high moral standards in dealing with confidential and sensitive situations.

Job Holder:

Signed..... Date.....