



Job Description – Administrator with lunch duty

Responsible to: School Business Manager

Salary range: K Grade

Job Purpose: Under the direction of the Headteacher and School Business Manager, work as part of a professional staff team in the provision of a full administration support service to the school.

Key Accountabilities:

Under the direction of the Headteacher and School Business Manager:

- Provide full administration support to the school.
- Undertake reception duties, answering routine telephone and face to face enquiries and sign in visitors.
- Undertake word-processing and other IT based tasks.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents.
- Maintain manual and computerised records/management information systems.
- Manage parent communication, including the weekly newsletters.
- Keep the school website up to date and coordinating social media
- Provide routine clerical support e.g. photocopying, filing, managing emails, completion of routine forms.
- Assist in arrangements for school trips, events etc.
- Comply with all school and trust policies and procedures including Child Protection, Health and Safety, confidentiality, HR and Data Protection, reporting any concerns to the appropriate person.
- Ensure that goods and deliveries received are recorded accurately. Raise any discrepancies with the Supplier and advise the School Business Manager.

Other duties

- Supervise pupils in the dining hall and/or playground
- Encourage positive behaviour and support pupils' social interactions
- Assist with transitions between indoor and outdoor areas
- Help ensure the safety and wellbeing of all children during the lunch period
- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.



In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Administrator – Person specification

Qualifications:	Essential	Desirable
Math/English GCSE grade 4 or above (A-C) or further relevant experience in the absence of formal qualifications	✓	
Business admin Level 3 or equivalent compensatory experience	✓	
Knowledge, understanding and experience:		
Sound knowledge of IT packages inc Microsoft Word, Excel, Outlook, PowerPoint and Teams	✓	
Knowledge of Microsoft Sway & Bromcom		✓
Evidence of excellent numeracy and literacy skills	✓	
Personal and Professional qualities:		
Ability to approach all aspects of the role with professionalism, credibility and integrity	✓	
Be able to maintain confidentiality at all times and prevent disclosure of confidential and/or sensitive information	✓	
Excellent oral and written skills with an eye for detail and the ability to communicate clearly and confidently	✓	
Able to prioritise workload and work under pressure to meet multiple deadlines	✓	
Ability to work independently and as part of a team in a pro-active manner	✓	
Embraces change and supports others through change in a positive manner	✓	
A willingness to contribute to and support the overall ethos of the Trust and support the high service aims of the Senior Leadership Team as set out in the School Development Plan	✓	
Displays warmth, care and sensitivity in dealing with staff, children and their parents.	✓	
Understand and demonstrate the highest standard of personal and professional conduct and appreciates and supports the role of other professionals with an ability to accept and act on constructive feedback	✓	
Enthusiasm for continued professional development and encourage that of others	✓	
Flexible in terms of working pattern and evolution of role	✓	
A considered and careful approach to documentation, records and reporting, particularly those of a sensitive nature	✓	
Friendly, cheerful, patient and calm at all times	✓	