

Job Description

Job Title:	Administrator
Responsible to:	School Office Manager
Job Purpose:	To provide efficient and professional administrative support within a busy school office environment
Salary:	Band F SCP 6-11 – Actual Salary £22,828- £24,719 FTE - £25,989 - £28,142
Hours/Contract:	37 Hours Per Week – 8am until 4pm – Term Time plus 10 additional days – 40 weeks per year

Key Responsibilities

Reception

- Ensure the reception area is welcoming, professional and tidy receiving deliveries, dealing with associated administration (security badges, signing delivery notes).
- Act as first point of contact for visitors, parents, pupils and external agencies.
- Manage incoming telephone calls, emails and enquiries, taking and relaying messages as required.
- Receive and distribute deliveries and post.
- Assist Student Services (including First Aid support – training provided).
- Ensuring any urgent messages are relayed to pupils and staff efficiently, by liaising with the office staff.

Visitors

- Welcome visitors in a professional and friendly manner.
- Follow safeguarding procedures to control site access.
- Manage visitor sign-in and issue badges.
- Notify staff of visitor arrivals.
- Showing & escorting visitors around the school, when required.

General Office Administration

- Manage the school's main inbox and ensure timely responses or distribution.
- Maintain accurate records, databases and filing systems.
- Undertake word processing and produce standard correspondence.
- Manage incoming and outgoing mail, including franking and postage records.
- Maintain office supplies and stationery.

School Administration Support

- Create and distribute weekly and termly newsletters via email, Parent Mail, Social Media.
- Support Social Media updates relating to school activities and events.
- Support school marketing activities, including open evenings and events.
- Assist with marketing and promoting the school including open evenings etc.
- Regularly update staff noticeboards and the Website.
- Undertake Fire Officer responsibilities (training provided).
- Administrative support to the Office Manager.

General

- Adhere to all Multi Academy Company policies and procedures.
- Participate in relevant training and professional development.
- Undertake other duties commensurate with the grade and scope of the post.
- Work at other locations within the Multi Academy Company where required with reasonable notice.
- St Benedict's Catholic High School and Our Lady of the Magnificat Multi Academy Company are committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.
- Appointments are subject to satisfactory pre-employment checks, including an enhanced DBS check.

Benefits in return

- A welcoming and supportive Catholic school community.
- A positive working environment with strong staff relationships.
- A family-friendly working pattern suitable for those with family commitments, including:
Term-time working with school holidays off except for five INSET days and five additional working days.
- Family Friendly policies.
- An extremely generous pension scheme.
- Opportunities for professional development and training.
- The opportunity to work within a growing and ambitious Multi Academy Company.
- Supportive leadership and a collaborative staff culture.
- Health & Wellbeing employee assistance program.

The Multi Academy Company is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____

Date: _____

Print Name: _____