

TITLE OF POST: General Administrator

GRADE: NJ06 (pro-rata)

DATE OF APPOINTMENT: September or sooner

LINE MANAGER: Office Manager

Job Purpose

The General Administrator will provide essential administrative support to the school, ensuring the efficient management of student attendance, data, and general office administration. The role requires excellent organisational skills, attention to detail, and the ability to communicate effectively with staff, students, and parents.

Key Responsibilities

Student Attendance:

- Maintain accurate attendance records and monitor student absences.
- Follow up on student absences with parents/carers in line with school policy.
- Prepare attendance reports for senior leadership and external agencies.
- Work closely with pastoral staff and external agencies to support student attendance improvement strategies.
- Plan and maintain the statutory and voluntary duties conducted by staff and ensure they attend. If a staff member does not attend, this should be logged and followed up

Data:

- Maintain and update student records on the school's management information system (MIS).
- Assist with data collection, analysis, and reporting for internal and external use.
- Ensure compliance with data protection regulations (GDPR) in handling student and staff information.
- Support with the preparation and submission of statutory returns.

General Administrative Duties:

- Provide administrative support to school leadership and teaching staff.
- Manage correspondence, emails, and telephone calls professionally and efficiently.
- Assist in organising school events, meetings, and appointments.
- Maintain and update school records, filing systems, and office supplies.
- Support safeguarding procedures by ensuring all records are up to date.
- Assist with reception duties, greeting visitors, and ensuring safeguarding procedures are followed.

Person Specification

Skills and Experience	Essential	Desirable
Previous experience in an administrative role, preferably in an educational setting.	x	
Strong IT skills, including proficiency in Microsoft Office and school MIS systems.	x	
Excellent communication and interpersonal skills.	x	
Ability to prioritise workload and work under pressure.	x	
High level of accuracy and attention to detail.	x	
Understanding of data protection and confidentiality requirements.	x	
Ability to work independently and as part of a team.	x	
Experience working in a school environment.		x
Familiarity with school attendance regulations and reporting requirements.		x

Competencies

- Strong problem-solving skills and ability to take initiative.
- Ability to prioritise tasks and manage time effectively.
- Strong communication skills

Personal Attributes

- Highly reliable, proactive, and committed to maintaining high standards.
- Strong attention to detail.
- Flexible and adaptable to meet the changing needs of the school.
- A positive attitude and willingness to contribute to wider community of the school.

Other Requirements

- Commitment to safeguarding and child protection policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

About Barnhill Community High

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is part of Middlesex Learning Partnership Trust, a growing network dedicated to excellence in education.

