



## JOB DESCRIPTION

<b>JOB TITLE</b>	Lower School Administrator (Maternity Cover until February 2027)
<b>DEPARTMENT</b>	School Office
<b>SECTION</b>	Senior School
<b>LINE MANAGER</b>	School Office Manager

### SAFEGUARDING

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

The Senior School Office is a central and integral part of Forest School, responsible for managing administrative matters for pupils in Years 7 to 11 and providing essential support to the Heads of Lower School (Years 7 and 8) and Middle School (Years 9 to 11). The Senior School Office is currently staffed by the School Office Manager, two Office Administrators and an Attendance Officer.

As a key point of contact for parents and pupils, the Senior School Office operates in a fast-paced environment, delivering effective communication and high-quality administrative support across all aspects of school life.

The Lower School Administrator supports the work of the Senior School Office and, in particular, provides administrative support to the Head of Lower School, as well as supporting and working collaboratively with the School Office Manager in the effective day-to-day management of the Senior School Office. The post holder will be expected to demonstrate a professional, approachable, and flexible manner, with strong problem-solving skills, initiative, and a genuine interest in contributing to the wider life of Forest School.

Excellent written and verbal communication skills are essential, along with the ability to work effectively as part of a collaborative and high-performing team.

## **RESPONSIBILITIES:**

### **Key Responsibilities:**

- Assist the School Office Manager with the management and administration of all matters relating to Lower School pupils.
- Provide administrative support to the Head of Lower School and Deputy Heads of Lower School School
- Undertake administrative duties for all Parents' Evenings and Parent Engagement Evenings for pupils in Years 7 and 8
- Assist with the management of communications to staff, parents and pupils via the Parent Portal
- Provide first cover for Reception staff
- Undertake other reasonable duties as required by the School Office Manager

### **Additional Responsibilities:**

- Assist with mail distribution, email correspondence and telephone enquiries
- Assist with the maintenance and organisation of pupil files
- Assist with the administration and updating of the School's pupil database
- Assist with the administration of appropriate calendar entries and room bookings
- Liaise with the Medical Centre regarding sick or injured pupils

## **GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

### **Other Professional Duties**

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify their Head of Department and the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

## **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## **TERMS OF EMPLOYMENT**

Category	Details
Contract Type	Full-time, fixed-term (until February 2027)
Working Hours	<b>Term time hours:</b> 08:00 - 17:00, Monday – Friday. The School is fully operational between the hours of 8.00 am and 6.00 pm during term time.  <b>School holidays:</b> 08:30 – 15:30, 20 hours per week by arrangement with the School Office Manager with the exception of required attendance for specific events.
Holiday Entitlement	30 days to be taken during the school holidays.
Additional Details	In addition, and as part of you contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

	staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.
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