

## **Saracens Broadfields**

### **Job Description**

<b>Job Title:</b>	<b>School Administrator</b>
<b>Responsible to:</b>	<b>School Operations Manager</b>

The main purpose of the role is to provide full support to ensure the effective administration of the school.

To carry out this role effectively, you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

Your key responsibilities as School Administrator are:

- Reception duties including welcoming pupils, parents and visitors, checking DBS and identification documents, dealing with requests in a professional manner
- Act as the face of the school; greet, register, and assist visitors, checking DBS and identification documents.
- Handle face-to-face and telephone enquiries with warmth and professionalism.
- General administrative support to the school, including but not limited to typing, emailing, maintaining data, filing, photocopying, franking post, distributing post, reprographics
- Contact parents/carers as required
- Draft and distribute school communications using cloud-based tools, ensuring parents and carers are kept informed of school business.
- Handle telephone calls to the school, recording information and passing on messages
- Heavily utilise the Google Ecosystem daily to streamline workflows (e.g., managing shared Google Calendars, organising files within Google Drive, and creating Google Forms for parental feedback/permissions).
- Provide administrative support for staff meetings (e.g., Teachers, TAs and parents), including setting up Google Meet links and taking/sharing digital minutes via Google Docs.
- Provide support to other admin and finance staff
- Provide support during lunch and break periods to arrange cover and ensure lunch and break run smoothly
- Maintain manual and computerised records using the school's Arbor Management Information System (MIS) to input data, update pupil records, and extract standard reports.
- Collate pupil data and generate required lists or spreadsheets (via Google Sheets) for teaching and leadership staff.
- Assist with the routine administration, booking logs, and paperwork for school visits, events, and school premises lettings.
- Open, sort, and digitally/physically distribute incoming mail, manage outgoing mail and maintain relevant tracking logs.
- Monitor office stock and digital/physical resource levels, requesting supplies

via approved procurement routes before items run low.

- Act as a first point of contact for sick or injured pupils; assess immediate needs, administer basic first aid (following training), and liaise directly with parents/carers and internal staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety
- Adhere to the school policy on equality and diversity
- Ensure confidentiality and adhere to GDPR requirements at all times
- Undertake appropriate professional development including adhering to the principle of performance management

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	English and Maths GCSE at A*-C (9-4)  Excellent standard of literacy and numeracy  First Aid qualification or willingness to undertake training	A levels or equivalent  Working at or towards relevant Business and Administration national occupational standards (Level 2).
<b>Experience</b>	Experience of working as an Administrator or a role with administrative responsibility Proficient user of Google Workspace	Experience of working as an Administrator in a school Experience of school MIS systems
<b>Knowledge</b>	Microsoft Office Use of ICT	Knowledge of local community
<b>Personal Attributes</b>	Excellent communication and interpersonal skills Able to work in a team Able to show initiative Able to manage own time effectively and demonstrate initiative including establishing priorities Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	Commitment to personal development

	<p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies</p> <p>Able to maintain confidentiality</p> <p>Able to work with minimum supervision</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	
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