

Job Description

POST TITLE: **School Administrator**

SALARY GRADE: **Grade 5 (term time plus 10 days)**

RESPONSIBLE TO: **Admin Manager**

PURPOSE

- Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.
- This job is part of the generic Business Support job family which plays a key role in supporting schools to deliver high quality services.
- In your role you will be part of a team within the school. At this level you will already hold RSA III, a level 3 NVQ qualification (or equivalent) or have previously gained an equivalent level of work experience. As well as a thorough induction into the school and the role you will receive regular support to help you to develop within both your current role and future career.
- There are a variety of administrative, financial and business support duties that may form part of your job it will be expected that you deal with information which may be sensitive or confidential.
- You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures, and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and development and through School communications.
- The Business Support Officer role is generic across School's, however if there are any aspects of the role that are specific to the school.

1. Keys Areas

- Act as a primary contact to support parents, carers and students. To receive and answer enquiries whether by telephone, email or in person from parent/carers, governors, staff, students, outside agencies and all visitors to the school.
- To carry out administrative tasks accurately and efficiently.
- To provide administrative support for various departments, including Admissions and Transition, SEND, Safeguarding, Behaviour, rewards and recognition systems and duties as requested by the Office Manager and the Senior Leadership Team.
- Support the Office Manager/Finance Department to oversee school trips, including communications, promotion and collating medical and consent lists.
- To monitor and update display boards around school, ensuring house style is adhered to, with a bit of creative flair.
- Attending to any ad hoc reprographics requirements, undertaking duties such as photocopying, printing, laminating and any other admin tasks needed to meet the school's requirements.
- To provide occasional cover to the main reception and student services, welcoming all visitors to the school.
- To complete First Aid training to provide support for students in the Medical Room as required, including administering first aid and recording as appropriate.
- A team player with a 'can do' attitude, available to support at occasional parent/carer evenings and school events.
- All staff at Spen Valley are actively seen to support students and their families, all staff must implement our relationship policy and show our students and families respect and kindness in line with our charter.

2. Systems & Equipment

- To ensure all office equipment is used proficiently, taking into account health and safety requirements, copyright legislation, and effective stock management is maintained.
- Proficiency in the use of Microsoft Office suite of applications (i.e., Word, Excel, Outlook, Microsoft Teams), and specific school information systems, such as the Child Protection Online Management System (CPOMS), InVentry, ParentPay and Parent Apps.
- To contribute to developing and maintaining effective and appropriate administrative systems in support of the school's practices and procedures.

3. General

- The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. See our Safeguarding Policy for more details; [Child Protection and Safeguarding Policy](#)

- Carry out your duties with due regard to current and future School/Local Authorities policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School's communications.

