



## Job Description

### School Administrator – School office

<b>Job Title:</b>	School Administrator – School Office
<b>Department:</b>	Administration
<b>Responsible to:</b>	Heads PA and Admin Manager - Line Manager
<b>Salary Grade:</b>	Grade E Point 7 - 11
<b>Contracted Hours/Week:</b>	30 hours per week Monday to Friday 9:30am to 4:00pm with 30 minutes break
<b>Contracted Weeks/Year:</b>	39 (term time only)

#### Main Job Purpose

To provide administrative support to the Leadership team members and other school staff with the goal of assisting effective teaching, learning and school administration, including admissions, work experience, careers, marketing, school website and the Duke of Edinburgh's Award.

Be one of the school's trained first aiders

Provide HR administration support to the HR Manager

#### Main Responsibilities:

##### Whole School Administration

- Undertake administration work on behalf of school staff including proof reading/formatting, correspondence via SIMs and annual archiving of leavers files and disposal of files where former students are over 25 years of age
- To provide an efficient and effective administration service to school staff to ensure the smooth operation of the admin function.
- To effectively administer Exclusion paperwork, packs and records
- To input into SIMS as required ie; logging staff training, exclusions
- To assist with the planning and marketing of school events, including Careers Convention, Open evenings, Immunisations and School photos
- To undertake School website administration including social media
- To provide cover in the LRC in the event of absence or when extremely busy
- To provide cover for reception during the day when required

##### Work Experience

- Coordinate work experience for Year 10, including advising and assisting students in finding suitable placements and liaising with employers.
- Maintain work experience database
- Coordinate preparation of information for students and parents
- Liaise with students, mentors, parents, employers and placement service, dealing with any queries

- Allocate staff to visit each placement and prepare visiting teacher packs
- Prepare and distribute student log books
- Collect and log completed reports and certificates

#### Admissions

- Coordinate the administration of School Admissions
- Communicate admission requests with the Data Department
- Ensure applicant information packs and new student welcome packs are kept up to date and relevant
- Collate applicant data for Headteacher
- Issue invitations for external Sixth Form admission interviews
- Issue welcome letter and forms to parents of new intake
- Receive completed admission forms, input data and chase parents/carers for forms not returned
- Liaise with local authority, parents and staff regarding in-year admissions

#### HR Admin support

- Support with recruitment, including requesting references, new starter packs, creating personnel files
- Confidential filing
- Process leavers, exit questionnaires, paperwork and archive documents and files as required

#### First Aid

- To hold a valid Emergency First Aid at Work certificate and undertake renewal training as required
- To respond to First Aid calls promptly providing basic first aid and contacting fully trained first aiders for more serious incidents
- Complete medical logs for any first aid actions that you take

#### Other

- Attend relevant training as required by the School Business Manager

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____