

## **Job Title: School Administrator**

### **Responsible to: Head Teacher and Assistant Head Teacher/SENDco**

The School Administrator will oversee the administration duties required to ensure the smooth running of the school. The role has responsibilities for maintaining school records, writing and updating a wide range of documents, policies, letters and other correspondence and school records. The role holder will cover our main reception from time to time.

### **Job Description**

- Accurately maintain the school information management system (SIMS), producing reports as required and reporting information to the Head and Assistant Head Teachers in a timely manner.
- Be the SIMS Champion for the school.
- Maintaining pupil files (both electronic and paper-based records).
- Complete all forms associated with pupils such as consent forms, new pupil and leavers forms etc.
- Produce and accurately maintain a variety of reports, using word and excel.
- Proof-read and update written correspondence including but not limited to emails, letters, certificates of achievement, reports, excel documents, policies, and other school documents.
- Complete the school census.
- New school referral administration.
- Maintain the pupil taxi list and contact details.
- Collate information for, and prepare, school newsletters.
- Book and set up rooms in advance of meetings.
- Assist with the organisation of parents' evenings and other school events.
- Order school supplies (purchase orders), as required.
- Work with the wider Charity administration team to ensure food vouchers are issued to families in a timely manner.
- General office duties, to include but not limited to responding to emails, answering queries (email and telephone), contacting internal and external individuals.
- Establish and maintain professional relationships with pupils, parents, and staff as well as external contacts at other schools.
- Cover the main reception from time to time, which includes being the first point of contact when greeting staff and visitors (following safeguarding practices), taking and directing telephone queries and assisting with the distribution of pupil medications.
- Demonstrate flexibility as required due to the demands of the role.
- Carry out such other duties as may be reasonably required from time to time and/or as directed by the Head Teacher and Assistant Head Teacher (or SMT).

### **Other:**

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.

- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- From time to time, young people will be risk assessed to allow them to participate in certain projects as part of work experience.
- Participate in training, other learning activities and performance development as required.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

**Note:**

The Charity is committed to Safeguarding Children (see full policy details on our website).

This role is subject to an enhanced disclosure and barring service (DBS) check under the arrangements established by DBS and continued subscription to the DBS Update Service.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for this role, if you submit a CV it will not be reviewed. Please view our safer recruitment policy.

Applicants should be aware that any relevant issues arising from their references, or any other safer recruitment checks, will be addressed at interview.

## Personal Specification

CRITERIA ESSENTIAL/DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE		ESSENTIAL /DESIRABLE CRITERIA	EVIDENCE:
<b>QUALIFICATIONS, EXPERIENCE &amp; TRAINING</b>			
1	GCSE grade C or above in English Language and Maths	E	A
2	Previous experience in a similar role	E	A
3	Previous experience in a school administration role	D	A
4	Excellent ICT experience using Microsoft Office	E	A
5	Experience of creating and maintaining spreadsheets to record and report on school statistics and financial information	E	A/I
6	Experience in use of School Information Management Systems (SIMS)	D	A/I
7	Knowledge and experience of writing reports	E	A/I
<b>ABILITIES &amp; SKILLS</b>			
8	Excellent spoken and written communication skills	E	A/I/R
9	Excellent proof-reading and grammar skills	D	A/I
10	Works in a methodical and well organised manner and able to prioritise work	E	A/I/R
11	Demonstrates attention to detail and able to work accurately and thoroughly	E	A/I/R
12	Able to relate well with pupils, and all staff within the setting	E	A/I/R
13	Ability to work flexibly and is open to change	E	A/I/R
<b>PERSONAL QUALITIES</b>			
14	Enthusiastic and a positive outlook	D	A/I/R
15	Good people skills	D	A/I/R
16	Work as part of a team and independently	D	A/I
17	Demonstrates sensitivity and understanding	D	I
18	Has a naturally proactive approach	D	I/R
19	Willingness to continue CPD	D	A/I

A = Application Form, I = Interview, R = Reference