



Job Description

Job Title	Administrator
Academy	The Harbour School Working across all Campuses
Reports to	PA to Headteacher
Line Management of	N/A
Salary / Grade	D 5 - 7
Date Last Evaluated	May 2025
Core Purpose	<p>To provide an efficient, and client focused, administrative service, supporting The School, across wide-ranging aspects of school support, data and information, and finance processes and procedures.</p> <p>To fully support the development and maintenance of effective and efficient administrative processes and procedures.</p>

Key Responsibilities

- Through contributing to effective administrative and financial processes, ensure that the School is fully supported in meeting its strategy, objectives, and statutory obligations, providing an efficient and supportive service to all within the School.
- Contribute to and undertake effective school support administrative processes and systems, ensuring compliance with School policies and procedures, and within agreed timescales. Provide a high quality and supportive administrative service to School/Campus staff.
- Provide overall administration support in order to assist with the annual review process for all learners. Including: - Scheduling annual reviews - Inviting relevant stakeholders and the team around the individual. Ensuring all documentation required for the process is received and shared in advance of the meeting. Work in partnership with parents to ensure that children, young people and their families are fully involved in the annual review process.
- Assist the Central Services Team in respect of support effective and appropriate financial processes and procedures.
- Undertake effective and standardised processes in respect of all School correspondence (inward and outward), including standard letters,

email/telephone protocols, pupil and parent liaison, pupil reviews and reports, internal/external postal procedures.

- Support the monitoring and ordering of administrative resources at the Campus (including first aid supplies, stationery, furniture, IT equipment, etc).
- Administer effective and efficient processes in respect of physical and electronic student / school files and document management.
- Undertake reception duties, and the meeting and greeting of visitors to The School, as required incorporating safeguarding processes and in a friendly and welcoming manner.
- Undertake the upkeep of notice boards, promotional materials, and work/staff related information, ensuring materials are up to date and presented in a clear and tidy manner.
- Accurately maintain student information within the appropriate school databases (Arbor).
- Accurately upload student documentation to relevant agency databases within appropriate timeframes.
- Accurately undertake the entry of attendance information for students according to School and Local Authority guidance and policy.
- Arrange and order student lunches and transport.

General Responsibilities

- To actively promote the School's Equal Opportunities Policy, and observe the standard of conduct which prevents discrimination taking place. To maintain awareness of, and commitment to, the School's Equal Opportunities Policy, in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974, the School's Health and Safety Policy, and all locally agreed safe methods of work.
- Create and maintain positive and supportive relationships with staff, parents, agencies, local authority, community and other stakeholders.
- To identify, and participate in, appropriate staff development activities and training in support of continued professional development.



- At the discretion of the Senior Management Team, undertake such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and school and its commitment to equal opportunities.

*******Full training will be offered to the successful candidate*******

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or it is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications & Experience		
GCSEs or equivalent in Math's and English.	E	A, T
Relevant qualification in office administration.	D	A, I
Knowledge and Understanding		
Experience of administrative functions from working in an office environment.	E	A, I, R
Experience of dealing with varied client groups as the first point of contact.	D	A, I, R
Sound working knowledge of IT software in common use, including the Microsoft Office suite (specifically Word and Excel).	E	A, I, R, T
Experience of entering/updating data into a database in an organisational setting.	E	A, I, R
Appreciation of the importance of confidentiality in all aspects of work.	E	A, I, R
Knowledge of school admin processes	D	A, I, R
Knowledge of Child Protection practice and procedures.	D	A, I
Knowledge of <i>Keeping Children Safe in Education</i> .	D	A, I
Skills and Abilities		
Good written and verbal communication skills. Ability to communicate effectively with wide ranging audiences, including colleagues, clients, Students and parents.	E	A, I, R
Good organisational and time management skills.	E	A, I, R
Ability to prioritise tasks and ensure deadlines/timescales are met.	E	A, I, R, T
Ability to enter data into, and retrieve data/information from, large databases.	E	A, I, R
Ability to work constructively as part of a team.	E	A, I, R
Ability to work independently and using own initiative.	E	A, I, R
Well-developed IT skills.	E	A, I, R
Personal Commitment		
A commitment to equality of opportunity.	E	A, I, R
Recognise when to ask for advice and support.	E	A, I, R
A flexible attitude and facilitative approach.	E	A, I, R
Willingness to undertake appropriate/relevant training and staff development activities.	E	A, I
Willingness to work across all School Campus's when required.	E	A, I



Tactful, diplomatic, calm and empathetic in challenging situations.	E	A, I, R
Commitment to providing a high-quality administrative service to all client groups within the School and to external agencies.	E	A, I, R

Assessment methods

A – Application I – Interview T – Task/Activity R – References