



The King's School Job Description

ADMINISTRATOR	
Purpose:	<ul style="list-style-type: none"> In conjunction with the Deputy Headteacher – Curriculum to facilitate effective, timely and accurate academic reporting. To ensure the accurate and timely completion of the school census. To build positive relationships and provide excellent communication with a wide range of stakeholders including staff, parents/carers and key external agencies. To provide the Headteacher with administrative support. To provide one/two subject areas with administrative support. The duties of the three distinct parts of the post are detailed below.
Reporting to:	Deputy Headteacher – Curriculum
Liaising with:	Deputy Headteacher – Curriculum, Senior Leadership Team (SLT), 6 th form team, teaching staff, Heads of Department, relevant support staff, external agencies and parents/carers.
Working time:	37 hours per week during term time. 39 weeks per year, which includes 5 INSET/Training days. Hours are: 08:30 – 16:30 Monday to Thursday, 08:30 – 16:00 on Friday, with a 30-minute daily lunch break.
Salary/Grade:	Grade C (£15,415-£17,226). For Exceptional Performance in the role, up to £18,867.
Disclosure level:	Enhanced
Deputy Headteacher – Curriculum Support:	<ul style="list-style-type: none"> To establish and maintain effective assessment marksheets and report templates in our MIS. To ensure that all data is entered accurately, collected promptly and available to our Data Manager and Deputy Headteacher - Curriculum in a timely fashion. To proofread all written reports. To collate and distribute data and reports to parents/carers, via EduLink and in printed form to Tutors and Learning Coaches. At times, to deal promptly and effectively with queries from parents/carers who may have concerns about student data. To oversee the school census three times a year by ensuring the accuracy of the data in our MIS and ensuring effective communication with support staff and the Senior Leadership Team.
Headteacher Support:	<ul style="list-style-type: none"> To prepare and print Headteacher Commendations and add achievement points to EduLink. To populate the Headteacher's diary at the start of the academic year. To support the Headteacher in preparing paperwork for fixed term and permanent exclusions. To occasionally make and receive telephone calls on behalf of the Headteacher.
Subject Area Support:	<p>To provide administrative support to one/two subject areas, including:</p> <ul style="list-style-type: none"> Copy typing e.g. letters to parents/carers Communicating with parents/carers via EduLink Photocopying Resource organisation e.g. filing Ordering department resources using HOGE Maintaining the department inventory Producing curriculum displays Minute taking Report checking Making appointments and booking transport for department trips Maintaining student information e.g. spreadsheets of assessment data



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Additional Duties:	<ul style="list-style-type: none">▪ To take part in the school's staff development programme.▪ To continue personal development in the relevant areas.▪ To engage actively in the appraisal process.▪ To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.▪ To support the teaching staff and thereby the achievement and progress of students.▪ To provide a level of sustained and substantial contribution to all aspects of the school, commensurate with experience and pay grade.▪ To actively promote the school's corporate policies.▪ To establish constructive relationships and communications.▪ To comply with the school's Health & Safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p> <p>We are committed to safeguarding the welfare of students so all staff are enhanced DBS checked.</p>	