

NORTH BROMSGROVE HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Central Office Administrator – Reprographics focus

GRADE: Scale 3

RESPONSIBLE TO: School Business Manager

LINE MANAGED BY: Headteacher PA

MAIN PURPOSE OF ROLE:

To provide effective administrative support to the School Office function and be lead point of contact for reprographics support within the school, working in partnership with the Central Office Administrators within the general office and the General Office Manager to maximise efficiency. To be collectively responsible for the upkeep and effective running of the School Office. To provide frontline services and deal with enquiries on the telephone, emails or in person. To assist in the Central Office function across the whole school, dealing with administration and secretarial duties as and when required.

KEY ACCOUNTABILITIES:

- Principally to work as the first point of contact and for whole school reprographics
- To undertake all photocopying across the school managing both online and manual requests from staff.
- Organising and producing accurate copying in a timely and efficient manner. Prioritising urgent and non-urgent requests.
- Liaising with the Photocopying company and IT department as required.
- Monitoring paper, printing and copier usage of school users and working with School Business Manager to minimise costs.
- To provide administrative support to the Pastoral Teams with data and reports, to include organising and filing student information, extracting student information from SIMs in preparation for meetings, assisting with the organisation of Parents' Evenings and other events to provide attendance data following each evening
- Input data into school systems as required, assist with streamlining systems and procedures in liaison with the Office Manager
- Be pro-active in setting up and using appropriate systems for monitoring and producing data – in liaison with the Office Manager.
- Assist in updating the school calendar and website as necessary
- To assist receptionist in answering calls and booking visitors and dealing with student enquiries.
- To use SIMS InTouch to contact parents/carers.
- To provide general secretarial support for the school as required

- To provide support with the organisation of awards evenings
- To provide support with the organisation of school photographs and immunisations.
- Be responsible for managing the sorting of relevant filing
- To provide general admin support in relation to both Upper and Lower schools such as organising student photograph and immunisations as and when required.
- Any other tasks deemed to be commensurate with the post or as and when cover is required.
- To promote the vision and aims of the school and set an example of personal integrity, positivity and professionalism
- To have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.

Data:

- To assist in producing achievement and behaviour reports as required.
- To use SIMS to input and access data.
- To integrate data on SIMS with other appropriate software packages i.e. Microsoft Excel.
- To extract student information from SIMs in preparation of Governors meetings.
- Assisting with setting up relevant reports/timetables/templates at the start of each academic year in SIMS

Recruitment Administration:

- Assist Head's PA with administration of recruitment including:
 - Preparation of shortlisting and interview packs
 - Preparation of relevant paperwork for new staff and leavers
 - Inputting of personnel information on SIMs
 - Undertaking relevant checks
 - Preparation of staff induction packs

Sickness/absence:

To assist the administrator for Lower School and Upper School with:

- Co-ordinating and recording all planned absence such as CPD/trips/appointments etc., ensuring adequate cover is in place liaising with appropriate senior leader.
- Ensure that Change of Routine, (COR) forms are completed by staff in accordance with school policy.
- To ensure that the school's absence policy is implemented and adhered to
- Maintain sickness and absence records of all staff entering absences on-line using Liberata software.
- Provide reports on sickness absence to Headteacher/Business Manager as requested
- Enter details of all staff absence, including educational visits in school diary.
- Notify Head teacher/Business Manager of long term sickness absence

Other duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Undertake appropriate training where necessary.
- To undertake regular CPD as required to be effective in the role and ensure compliance to statutory and legal requirements
- Provide First Aid support when required if trained
- Any other duties as directed by the Headteacher

PRINCIPAL CONTACTS

School Business Manager, General Office Manager, Senior Leadership Team members, teachers, school support staff, students and Local Authority staff.

Notes:

- The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school's Equal Opportunities Policy

Date of Issue: September 2021

**NORTH BROMSGROVE HIGH SCHOOL
PERSON SPECIFICATION**

Post: **Central Office Administrator**

	Essential	Desirable	Method of Assessment
Experience: It is essential/desirable that the post-holder has/is	Use of Microsoft Office applications Evidence of working in an office environment	Experience of working in a school environment	Application Form Interview References
Education / Qualifications / training	GCSE level C or equivalent in English and Mathematics	Relevant IT qualification/ECDL Received training relevant to post	Application Form Certificates
Skills and abilities	Knowledge of working with databases/management information systems Ability to plan ahead ICT skills to provide reports and correspondence Ability to prioritise workload Good numeracy and literacy skills Accuracy and attention to detail Well organised and efficient time manager Ability to use own initiative Reliable and trustworthy Work as part of a team and knowing own responsibilities within that team	Working knowledge of SIMS.net Negotiation skills Data management skills	Application Form Interview References
Other factors	Willingness to be flexible in working hours A positive approach to young people		Application Interview