

JOHN MASON SCHOOL



Central Team Administrator and Student Services

JOB DESCRIPTION

Objectives of the role

Under the guidance of the Team Lead:

- To provide a reception service for students and admin support for Student Welfare
- Be responsible for undertaking administrative and organisational processes.

The Central Team Administrator carries out clerical and administrative duties as part of a team of professionals within the School. The role is to ensure the smooth running of the school by carrying out the day-to-day running within the central office. You may also be responsible for specific projects.

An ability to be able to work beyond term time is an advantage but not essential.

KEY DUTIES AND RESPONSIBILITIES

Attitude and Disposition

- Work flexibly and efficiently as part of a team and liaise closely with other team members
- Respect confidentiality
- Uphold the standards of the setting at all times
- Always maintain a calm, positive and professional approach when dealing with visitors and telephone enquiries
- Team administrators should have good typing skills and be organised, work well under pressure and possess the ability to multi-task.

Administration, Organisation and Support

- Using the MIS system to log behaviour incidents and detentions
- Receive senior cover calls, communicate with senior staff on duty and ensure that actions are followed up and recorded, in line with school policy.
- Deal with student queries, answer telephone calls and deal with parental queries.
- Administer first aid to students (and employees if required) including liaising with families. Ensure accurate records are maintained.

- Maintaining and ordering First Aid supplies.
- Arrange training of First Aiders and Minibus drivers.
- Co-ordinate all in school student vaccinations
- Liaise with outside agencies on a regular basis – i.e. police, ambulance service, welfare agencies.
- Administrator for school buses and school minibus
- During exam periods, chase exam absentees and notify exams officer of the outcome.
- Monitor attendance taken in lessons.
- Keep records of late arrivals and detentions – First Day Calling.
- Record which students are in isolation and detention and ensure that attendance registers are updated with this information.
- Prepare exclusion letters for signing and ensure that work is sent home for excluded students.
- Administration for Free School Meals.
- Administration for cashless catering.
- Deal with administration for lockers.
- Deal with lost property and confiscations.

Resources

- Use Bromcom to access information about students or staff as required (e.g. timetables, contact details).
- Operate office equipment e.g. photocopier.

Responsibilities

- Undertake training or invest time to become familiar with essential software and ICT systems used by the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Team Lead.

The job description may be reviewed at any time via consultation between the Governing Body and / or Head of School / SLT and the postholder as may be necessary and appropriate to the needs of the school.

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to

look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do*
- *Co-operate on all issues involving health and safety*
- *Use work items provided for you correctly, in accordance with training and instructions*
- *Do not interfere with or misuse anything provided for your health, safety or welfare*
- *Report any health and safety concerns to your line manager as soon as practicable*

Hours: 36.25hrs

Monday – Friday 8.15 a.m. – 4.00pm with a 30 minute unpaid lunch break
Term Time Only plus 2 Inset days

Grade: 6 Point 8 – 13

Salary: £20,852 - £23,023 FTE

John Mason School

Person Specification: Central Team Administrator and Student Services

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| Experience | Previous relevant experience. |
| Qualifications/training | A minimum of 5 good GCSE's or equivalent, incl. Maths and English |
| Knowledge/Skills | <ul style="list-style-type: none">• Excellent ICT skills, to include knowledge of Word, Excel and Powerpoint.• Positive disposition, finding solutions to unexpected problems.• Calm, re-assuring personality with friendly, effective telephone manner.• Initiative and creativity.• Attention to detail and accuracy.• High expectations of self.• Stamina and willingness to contribute at time of particular pressure.• Respect for the state education system and all those who work so hard to make John Mason a thriving school.• First Aid training (desirable although training will be given). |

Signed: (Employee):

Date:

Signed: (on behalf of the Academy):

Date: