



JOB DESCRIPTION

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| Job Title: | School Administrator |
| Grade: | D |
| Hours: | 37 Hours per Week, Term Time plus 5 Inset Days |
| Responsible to: | School Operations Manager |
| Direct Supervisory Responsibility for: | N/A |
| Indirect Supervisory Responsibility for: | N/A |
| Important Functional Relationships: | <u>Internal:</u> Headteacher, Heads of Departments/School Management Team, Pastoral Support Teams, SENCOs <u>External:</u> School Governors, Parents/Carers, and other relevant support agencies. |

Main Purpose of Job

The School Administrator will supply administrative and organisational support to the school.

The role and work of the School Administrator involves dealing with sensitive and confidential information regarding staff and students. It is essential to maintain the highest levels of confidentiality in relation to all school matters.

Duties and Responsibilities

Administration

1. Keep current in school practices in line with latest safeguarding requirements

2. Responsible for general clerical and administrative tasks, including; school reception, reprographics, records and photocopying, collating of reports and documents, typing and telephony
3. Data system entry on SIMs and other management tools i.e. ClassCharts
4. To liaise with SCOMIS as required in support of the data manager – liaise with SCOMIS technicians to inform of faults and essential actions
5. Collate information for the Head Teacher and SLT (other than finance reports)
6. Direct support to the data manager in ensuring all agreed school data (staff and pupil absence, parent data, SEN and other pupil information) is up to date on SIMs and procedures are in place for the systematic collection of this data
7. Collate the weekly bulletin/newsletter
8. Sign for parcels and letters, receipt of goods
9. To be prepared to support on the school reception, or attendance reception as required during periods of staff absence
10. To input data and provide administrative support to all new school admissions

Exams Support

1. Be prepared to support the exams manager in delivery of mock exams, GCSE and A-Level exams as required.
2. Organisation of seating arrangements (SIMs input – examination organiser)
3. Printing, reprographic of exam papers
4. Allocation and management of exam invigilators
5. Administration and return of exam scripts to examination boards

SEN/CP Administration

1. To support the SEN/CP team in data administration as required

2. To file (electronic/hard copy) CP documentation into filing centres
3. To collate and file EHCP documentation as required
4. To setup TEAMs calendars in support of EHCP plans
5. To record and programme intervention meetings on SIMs
6. To ensure confidential records are logged on MyConcern
7. To support wider SEN administration such as general clerical and administrative tasks, including; reprographics, records and photocopying, collating of reports and documents, typing and telephony

Other

1. To attend school briefings, staff meetings and school based INSET training as required
2. To minute formal meetings – such as SLT, ELT and health committee as required
3. To remain aware and work within all relevant school working practices, policies and procedures
4. To contribute to the overall ethos and aims of the school
5. To be aware of, and work in accordance with the school's safeguarding procedures, and to raise any concerns relating to safeguarding

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: May 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: School Administrator

Department: SMART

| Attributes | Essential | Desirable | How identified |
|-------------------------------|---|--|--|
| Relevant Experience | <p>Relevant administrative experience.</p> <p>Proven track record of working in a team.</p> <p>Excellent verbal and written communication skills.</p> | <p>Experience of working in a school setting.</p> <p>Experience of working in a customer focused role.</p> | <p>Application form.</p> <p>Interview.</p> |
| Education and Training | <p>GCSE English and Maths at Level 4 or above, or equivalent qualification.</p> | <p>Level 3 qualification or equivalent.</p> | <p>Application form.</p> <p>Interview.</p> |
| Knowledge and Skills | <p>Good organisational, communication, and ICT skills.</p> <p>Working knowledge of SIMS.</p> | <p>Strong working knowledge of MS platforms including TEAMS.</p> | <p>Application form.</p> <p>Interview.</p> |
| Any Additional Factors | <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Able to prioritise between different demands, to work to</p> | <p>An interest in learning and education.</p> | <p>Application form.</p> <p>Interview.</p> |

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| | <p>deadlines, and to self-motivate.</p> <p>Able to keep calm under pressure.</p> <p>Friendly, tolerant, positive, and patient attitude, willing to celebrate diversity.</p> <p>Collaborative and problem-solving approach.</p> | | |
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