

Job Description for the Post of Administrator at Arbour Vale Satellite Centre

Job Purpose:

The School Administrator at the Arbour Vale Satellite Centre will provide an efficient, professional, and confidential administrative service to support the smooth running of the satellite centre. Working as part of the administration team, you will ensure accurate records, effective communication, and reliable office systems to support staff, pupils, and families. You will contribute to a welcoming, supportive, and professional environment, enabling staff to focus on teaching and learning and supporting pupils to achieve their full potential.

Key Responsibilities:

Administration and Office Management

- Provide general clerical and administrative support, including photocopying, filing, scanning, completing standard forms, and responding to routine correspondence.
- Maintain manual and computerised records and management information systems (e.g., Arbor), including data entry, report generation, and proactive housekeeping.
- Undertake administrative procedures such as processing orders and maintaining stock and supplies, including uniform sales.
- Operate office equipment and ICT packages, including Word, Excel, databases, and internet applications.
- Sort and distribute internal and external mail and maintain filing and archiving systems, including pupil files and leavers' documentation.

Pupil Support and Liaison

- Assist with the smooth running of student annual reviews and pupil-related documentation.
- Support parents and carers accessing school systems, including cashless payment platforms.
- Maintain and collate pupil reports and provide administrative support to staff as needed.
- Undertake reception duties, including answering phone calls, dealing with visitors, and liaising with staff, parents, external agencies and minute taking as required.

Compliance and Professional Responsibilities

- Be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality, and data protection, reporting any concerns appropriately.
- Provide support for other staff carrying out routine administrative tasks where required.

- Contribute to the overall ethos, work, and aims of the Satellite Centre, supporting equality, diversity, and inclusion.
- Appreciate and support the roles of other professionals within the school.
- Attend and participate in relevant meetings, training, and professional development activities as required.
- Transport queries-liaise with Local Authority's.
- Issue head injury letters (as and when required)
- Report any site issues to operations
- Sending leaver files onto new destinations

Additional notes

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification for the Post of Administrator

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSEs (or equivalent) in English and Maths, grade 4/C or above.	Essential
	Computer literate, with proficiency in Microsoft Word for producing correspondence and Excel for spreadsheets.	Essential
	Relevant administrative or office management qualifications.	Desirable
	Training or experience in school administrative systems.	Desirable
Experience	Experience of providing administrative support in a school or similar environment.	Essential
	Experience of managing and operating SIMS (or equivalent school management system).	Essential
	Experience of dealing professionally with pupils, parents, carers, staff, and external agencies.	Essential
	Experience supporting school events, pupil assessments, or administrative projects.	Desirable
	Experience supporting school events, pupil assessments, or administrative projects.	Desirable
Knowledge & Understanding	Understanding of office procedures, record keeping, filing systems, and general administrative practices.	Essential
	Awareness of safeguarding, confidentiality, and data protection requirements in a school setting.	Essential

	Understanding of effective team working and service-oriented administrative support.	Essential
	Familiarity with SEND school environments and pupil support requirements.	Desirable
	Knowledge of statutory school reporting, attendance, and pupil data processes.	Desirable
Skills & Abilities	Excellent verbal and written communication skills for interacting with pupils, parents, carers, staff, and local authority personnel.	Essential
	Ability to work independently, prioritise tasks, and meet tight deadlines.	Essential
	Strong organisational and planning skills.	Essential
	Ability to work calmly under pressure and adapt to changing priorities.	Essential
	Competence in operating office equipment, ICT packages, and school management systems.	Essential
	Ability to support colleagues with administrative systems and procedures.	Desirable
	Capacity to work flexibly in a dynamic school environment.	Desirable
	Ability to work effectively as part of a team.	Essential
Personal Attributes	Service-oriented 'can do' approach with a supportive attitude to colleagues.	Essential
	Professionalism and integrity, acting at all times according to the highest standards of conduct.	Essential
	Empathy, discretion, and sensitivity when handling confidential information.	Essential
	Commitment to the ethos, values, and inclusive culture of the school and OHC&AT.	Essential
	Enthusiasm for supporting pupils' development and wellbeing.	Desirable
	Positive, proactive attitude to learning and professional development.	Desirable

Orchard Hill College & Academy Trust is proud to be a **Disability Confident Employer**, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust 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.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.