# Job Description & Person Specification

| Job Title: | School Administrator |
|---|---|
| Location: | Spaldwick Primary School |
| Reports to: | Headteacher |

## Purpose

**To provide reception, office and administrative support to the school, teaching staff, senior leadership team and pupils of Spaldwick Primary School.**

## Main Responsibilities

- To provide a friendly and professional reception to pupils, staff, parents and visitors.
- To take responsibility for the communications of the school in the form of keeping the website current; collating and designing newsletters; engaging with local press for special events.
- To provide administrative support to the school teaching staff and senior management team.
- To monitor and track pupil attendance and prepare letters and documentation as required.
- Answering communications to the school via telephone, email and post.
- Administration of school lunches and liaison with the school catering provider.
- To take responsibility for the facilities management including administration of planned preventative maintenance for arranging compliance checks and record keeping. Liaising with school site officers and Trust central estates team when required.
- Assist with administration requirements for property projects when required.
- Purchase order processing, checking goods in and confirming invoices for payment.
- Completing ID checks and ensuring visitors are familiar with essential school protocols.
- Completing updates to pupil and family records.
- Data management and operation of the school operating system, Arbor.
- Provision of basic first aid when required and the accompanied record keeping.
- Providing a friendly and calm environment for the pupils.
- To provide the Headteacher with reports and updates as required, for example: attendance, pupil premium, SEND.
- To provide pastoral support for pupils when required.
- To log the attendance or absence of staff members, liaising with the Trust HR and finance department regarding overtime and absence.
- To promote the high standards and reputation of the school in all areas.

*Spaldwick Primary School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.*

## Other Responsibilities

### Health & Safety

- To act during their employment with due care for the health, safety and welfare of themselves, other employees, and other persons in accordance with the Trust Health & Safety Policy.

### Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct, and the requirements of Keeping Children Safe in Education.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed……………………………………………………………. (SA)

Signed……………………………………………………………. (HT)

Date……………………………………………………………….

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## Person Specification: School Administrator

| Criteria | Desirability |
|---|---|
| **QUALIFICATIONS** | |
| A specific qualification relating to the role | Desirable |
| Educated to A Level or equivalent (GCSE A-C/4-9 in English & Mathematics) | Essential |
| **EXPERIENCE** | |
| Experience in administration and customer facing roles | Essential |
| Experience working within a School | Desirable |
| **PROFESSIONAL COMPETENCE** | |
| Excellent organizational and time keeping skills | Essential |
| Strong interpersonal skills with an emphasis on customer service | Essential |
| Professional attitude with all clients and communicate effectively using suitable language | Essential |
| Commitment to promoting and safeguarding the welfare of all pupils | Essential |
| Discreet with information | Essential |
| Good ICT skills (outlook, word and internet) | Essential |
| Consistent in manner and attitude – displaying a calm, kind and caring approach | Essential |
| Initiative to prioritize tasks and multi-task | Essential |
| Willingness to learn | Essential |
| Work as a team member | Essential |

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