



# THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



## School Administrator Job Description

Hours:	From 07.45 to 15.45 daily, term time of 40 weeks including exam results days in August. Part time would be considered pro rata.
Department:	Support
Responsible to:	Bursar
Annual Pay:	According to qualifications and skills, range £26,250-27,490

### Job purpose

To offer administrative support to staff and students, deal with parental enquires and queries and generally aid the smooth running of the school office.

### Responsibilities

General:	Respond to enquiries from parents and the public Offer support to the Heads of Year and Senior Leaders to support the day to day running of the school
Data entry:	Entering and editing student data and producing relevant reports/analysis and filing as necessary
First Aid:	Provide first aid to students and staff. Formal training in First Aid at Work will be provided Ensure student medication is held and stored safely, and regularly reviewed to ensure it is in date
Other tasks:	As directed by the line manager and other senior leaders.

### Tasks

- Answering incoming calls and responding to queries and emails
- After appropriate training, offer first aid assistance
- Distribute and despatch post
- Issue office items as necessary
- Liaise with staff and parents on student information
- Enter student data in to SIMS (School Information Management System) and ensure the information is updated and maintained
- Enter late arriving students when required
- Add/edit student information for cashless catering purposes
- Assign students to classes for timetable purposes
- File parents' letter, student information and other related documentation
- Provide administrative support for Senior Staff as directed
- Provide administrative support to Heads of Year and other colleagues as necessary



- Produce class and teaching lists
- Issue free meal information to parents
- Keep the office environment safe and ensure confidential student records are stored appropriately

## Person Specification

### Qualifications/Training – Essential requirement

Educated to A level standard or equivalent

Proven record of administrative efficiency with attention to detail

### Essential qualities

- Approachable and welcoming to all members of the school community
- Able to communicate effectively and comfortably and offer excellent customer service
- Happy to work collaboratively and flexibly with colleagues and stakeholders
- Ready to take on new challenges with enthusiasm
- Able to work under pressure in this dynamic and vibrant environment
- Appreciate the need to work within procedures and guidelines in a heavily regulated environment
- Be committed to continued personal and professional development and ready to reflect on any lack of ability
- To take constructive criticism to work on skill deficiencies and professional development.
- Committed to the safeguarding and welfare of children and young people

### Essential skills

- Able to use a range of IT programmes and platforms and be ready to learn new software as necessary
- Be awareness of necessity to follow cyber security protocols
- Able to plan and organise work flows to meet deadlines
- Have the ability to initiate and develop systems
- Knowledge of data protection regulations and an understanding of the need for confidentiality

### Desirable

Previous experience in an educational or heavily regulated environment

An understanding of health and safety in the work place

**Please note clearance through the Disclosure and Barring Service is necessary and candidates will be required to apply for this clearance. This can be organised by the school.**

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

*Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.*

