

JOB DESCRIPTION	
Post Title: Administrator - School of Education	Grade: Scale 4 35 HPW Term Time +2 (41 weeks per year)
Department Support Staff	Responsible to: Office Manager
Role Summary: To provide an efficient and flexible high quality service in order to support the smooth running of the school of education, using a variety of administrative, clerical and secretarial skills including: <ul style="list-style-type: none"> • Ensuring that there is a warm, welcoming and professional atmosphere for visitors and events • Keeping work areas tidy and organised, to reflect a clean and professional environment. • Maintaining and developing filing systems and databases • Collecting and collating information and basic statistics • Operating a variety of administrative processes and procedures, developing them as necessary. • Operating flexibly to meet rapidly changing priorities • Dealing with internal and external queries in an efficient and effective manner. • 	

GENERIC DUTIES & RESPONSIBILITIES

1. To use information technology and word processing equipment to create and maintain computer systems relating to pupil data and any other information system.
2. Promoting the development and use of computer aided administration, ensuring that all records are kept and maintained accurately and comply with requirements of GDPR, including Free School Meals, Students records and archives.
3. To input and manipulate a variety of data using Microsoft Excel and other software packages as directed.
4. To type correspondence, policies and other documents as directed.
5. To undertake general administrative and office duties including filing, photocopying and collating documents, opening and date-stamping post, ensuring timely distribution of internal and external mail.
6. To cover Reception, Student Reception and Attendance Reception as required.
7. To ensure that front line enquiries from staff, parents, pupils and visitors, whether in person, by telephone, fax or email are dealt with, including resolving or passing on complaints to the appropriate member of staff.
8. To ensure that messages are passed on and suitable records maintained of such enquiries, events, messages and appointments.
9. To ensure that all enquiries, as well as the taking and passing on of messages, are dealt with in strict confidence and that information is not disclosed to those persons who should not properly be made aware of such information.
 1. To ensure visitors to the school are welcomed in a professional, polite and friendly manner and adhere to the school's security/Safeguarding policy (e.g. visitors badges, signing in/out etc).

2. To organise appointments by telephone/letter and any other duties required for a variety of support functions such as Academic Planning Day, Parents Evening, Open Evening, Year 6 interviews. Including working flexibly to facilitate the smooth running of such events.
3. Managing and maintaining First Aid stock, stationary, merchandising and other supplies, keeping inventory and ordering stock using the schools purchase ordering system, ensuring 'value for money' in all areas of expenditure by testing the market.
4. Carrying out administrative duties to member(s) of the Senior Leadership Team as necessary
5. To prepare meeting agendas and take minutes, notes of key discussions and action points and distribute as required.
6. To be a flexible member of the Administration Team, covering colleagues' duties as required.
7. To provide admin support for specific projects.
8. To work collaboratively with teaching staff on student records, school transfers and new admissions.
9. To attend Team and Staff Meetings as required.
10. Complying with the School's Equal Opportunities, Child Protection, Confidentiality, Security and other workplace policies, assisting with their development and promotion within the School, reporting all concerns to an appropriate person.
11. To provide hospitality for SLT meetings and other school events that may occur before, during and after the school day.
12. Supporting with management, maintenance and development of filing systems and databases.
13. To participate in training to meet the requirements of a developing role.
14. To provide refreshments and organise room setups and coordinator meetings/events with both internal and external organisations and colleagues as required.
15. To return meeting areas to original state following meetings, and contribute to upkeep of these spaces and rooms.

SPECIFIC DUTIES OF THE POST

1. To maintain the upkeep BlueSky and other systems relating to staff appraisals. Including maintaining school profile, reporting and provision of administrative support to staff.
2. To create and maintain organisational structure charts for whole school.
3. To create and maintain databases or other systems e.g. Bluesky relating to Quality Assurance - Book Reviews and Learning Walks within the school
4. To create and maintain databases or other systems relating to quality assurance and MER (monitoring, evaluation and review) within the school
5. To support in the writing of funding applications relating to projects for the School of Education
6. To write and design the whole school bulletin as directed.
7. To manage a diary for the School of Education programmes, its managers and training facilities.
8. To create and manage a booking system for the School of Education seminar room and other offices or training spaces.
9. To liaise with external parties involved in projects relating to the Teaching School Alliance or the School of Education.

10. To maintain and develop information housed on the school website and the virtual learning environment relating to the school of education.
11. To provide administrative support to Initial Teacher Training programmes and other professional development programmes.
12. To support recruitment processes for Specialist Leaders of Education and other key posts relating to the School of Education.
13. To provide administrative support to the school's LSEF projects and other externally funded projects.
14. To liaise with external parties regarding PGCE placements and create and manage a programme/schedule for any potential visit to the school
15. To monitor and track cover requirements across the school daily
16. To manage and maintain the school's social media page (Twitter) by keeping up to date with the school's events and programme.(Requires occasional attendance at workshops/events in order to get the images to share on Twitter).
17. To manually create and manage the school calendar on both Excel and Outlook and track any changes/amendments as required.
18. To create and design whole school communication documents such as postcards, posters, leaflets and bookmarks.

To support the Science Summer School team:

- Maintaining the Science Summer School speaker and workshop database
- Liaising with and inviting potential speakers
- Encouraging student participation through the delivery of assemblies
- Designing and sharing marketing material for Science Summer School e.g. leaflets and PPT presentations
- Supporting with the Science Summer School budget
- Producing invoice requisitions as required
- Making managing orders as required.

This Job Description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time, after consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

HEALTH AND SAFETY AT WORK STATEMENT

Ensuring that all duties and responsibilities are discharged in accordance with the School's Health & Safety at Work Policy.

Signed

Postholder

Date

Signed

Head teacher

Date

Person Specification for the Post of Administrator - SOE		Ess	Des	Evi
Knowledge	<ol style="list-style-type: none"> 1. Good working knowledge of SIMS or similar management information system. 2. Working knowledge of GDPR legislation. 			
Qualifications & Experience	<ol style="list-style-type: none"> 1. GCSE A* - C, English and Maths 2. NVQ III or above 3. Experience of working in a secondary school environment. 4. Excellent IT skills including Word, EXCEL, email and the internet. 5. Highly developed organisational skills. 6. Excellent interpersonal and communication skills (both oral and written). 7. Experience in the use of electronic data transmission. 8. A qualified First Aider or to undertake the necessary training for this role. 			
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 1. Ability to maintain effective and accurate records. 2. Ability to work independently and take initiative when appropriate. 3. Flexibility and ability to work as part of, and contribute to, the school's Administrative Team 4. Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. 5. Ability to pay close attention to detail. 6. Ability to work under pressure in the School environment (Including as part of a larger administrative team) 7. Accurate fast word processing skills. 8. Excellent literacy and numeracy skills 9. Ability to pay close attention to detail. Good written skills to draft routine reports and correspondence and take accurate messages or notes at meetings. An understanding of the necessity for maintaining strict confidentiality, where appropriate 10. Resourcefulness, enthusiasm, patience and a sense of humour 			
	<p><u>Engaging With Others</u></p> <p>Ability to deal with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the School.</p> <p>Ability to remain calm and skills in diffusing tense situations with a helpful and can do attitude.</p>			

	<u>Valuing Diversity</u> Experience, or empathy with, working in a multicultural environment.			
	<u>Learning Effectively</u> 1. IT literate and willing to undertake further training as required. 2. To undertake CAF (Common Assessment Framework) training 3. A commitment to continuous professional development			
Other	1. A satisfactory Enhanced DBS disclosure			