

Job Description

Job title:	Senior Office Administrator
Reports to:	Head Teacher
Working time:	20 hours per week, Monday to Friday (12:15 to 16:15)
Working weeks:	Term time (36 weeks) plus one additional week

Purpose of Job:

To provide administration support to the St David's School office, under the direction of the Head Teacher and SLT.

Main duties and responsibilities:

Secondary schools

- Ensure Secondary Schools Checklist is followed and all points completed on time, including preparing and drafting e-mails to parents (liaising with Deputy Head).
- Set up individual pupil reference form on Staffshare for staff to input info.
- Input reference information received from parents onto each child's master reference form.
- Input each child's exam results onto each reference form.
- Collate scholarship reference forms and e-mail to parents once finalised.
- Keep master Excel spreadsheet of each child's applications and the stages each one is at.
- Prepare Form 6 Success List.
- Collate secondary school choices form and send to SLT for discussion at meeting in Autumn term.

Policies

- Inform staff as and when policies are due to be reviewed and follow up if not returned.
- Work with Deputy Head to update policies throughout the year as amended by staff.
- Send updated policies to Website Co-ordinator to ensure website is kept up to date at all times.
- Upload regulatory policies to ISI website.
- Update policies in Staffshare area.
- Keep Master List up to date at all times.
- Liaising with Governors or relevant Committee at RR (with Headteacher).

HR

- Assistance with recruitment of new members of staff, to include: drafting of adverts and recruitment packs, interview arrangements and ID and pre-employment checks, in line with Safer Recruitment procedures.
- Liaison with all outside agencies/contractors/clubs to ensure all necessary safeguarding checks are in place.
- Maintenance of the Single Central Record (SCR).
- Preparation of induction packs and processes for all new staff members, VMTs and third party contractors, ensuring completion by all.
- Maintain record of all staff training, including safeguarding and policy acceptance.
- Ensure all staff training is up to date.

Reports

- Set up and maintain report templates at the end of every term (liaising with Deputy Head and SLT)
- Input test results and children's ages on each child's report
- Proofread each child's report and file where necessary

ISI Compliance and Inspections

- Ensure all compliance and other required documentation is maintained, year round, and uploaded to the ISI portal in liaison with the Deputy Head. Liaise with staff to source this information.
- Take minutes of inspection report and type up prior to final report from ISI.

General responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and always complying with the School's Safeguarding and Child Protection Policy.
- Always displays correct staff identification whilst on site.
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Always adheres to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carries out any other reasonable duties as requested by the Head Teacher and SLT.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

I acknowledge receipt of this job description dated September 2024 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

(Name)

Dated:

Person Specification

Experience:

- Proven administration experience in a professional environment.
- Previous experience in an educational setting (desirable).

Qualifications:

- Good level of general education including GCSE Maths and English at Grade C or above, or equivalent.

Skills, knowledge, and abilities:

- Proficient in Microsoft Office packages, especially Word, Excel, and Outlook with fast accurate typing skills (55 wpm) (training will be given on School MIS).
- High attention to detail.
- Good organisational skills with ability to multi-task.
- Excellent interpersonal and customer-facing skills with a warm, friendly, and professional manner, good written and verbal communication skills, able to foster good working relationships with all members of the School community (staff, pupils and parents/carers) either in person or on the phone.
- Able to work on own initiative to a high standard, to prioritise conflicting demands and to deadlines.
- Discreet and able to always maintain confidentiality.
- Ability to keep calm and to work under pressure when necessary.
- Pro-active, making suggestions for improvement and change.
- Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of St David's School.

Other requirements:

- Willing and flexible to assist with peaks in workloads.