

**School Administrator
Job Description**

JOB TITLE: School Administrator
MAIN LOCATION: Bladon House School
RESPONSIBLE TO: PA to Head Teacher and SLMT

MAIN RESPONSIBILITIES:

- To undertake any administration duties required of the school as directed by line manager and SLMT
- To support the PA to the Headteacher and SLMT in all aspects of their duties on site.

KEY TASKS:

1. To provide high standard of administration support to the PA to the Head Teacher and SLMT and SLMT including but not limited to: external communication, minute taking, collation of whole-school bulletins, monthly and ad hoc reports.
2. To respond to/action Parent/Carer and other external stakeholder queries – especially in the absence of the Headteacher and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information both within and outside the School.
3. Coordinate all aspects of multi-stakeholder meetings, including annual reviews, LAC Reviews and any other meetings as necessary.
4. Manage internal and external mail accordingly, including distributing to appropriate parties and respond where necessary.
5. As part of the wider team, manage the appointments diary for site, including meeting room bookings.
6. Welcome all visitors to site, ensuring safeguarding obligations are adhered to, and ensure all visitors are dealt with appropriately and professionally. Ensure refreshments are made available.
7. Take incoming calls from external parties including social workers, parents, guardians, local authorities and the general public and forward on accordingly.
8. To work as part of the wider administration team and demonstrate a positive and flexible attitude to teamwork activities, including undertaking colleagues' work in their absence where appropriate and seeking guidance.

9. Be jointly responsible for the school's petty cash and credit card, including accurate record keeping and filing of receipts and invoices.
10. Undertake orders of phone credit, school uniforms and other miscellaneous items where appropriate.
11. Maintain accurate files and reference systems, including EHCP paperwork, new student files, central student contact information, archives and current key contact names and addresses and any other documentation as necessary.
12. Coordinate, produce agendas and take minutes at key meetings, and produce accurate written records for distribution.
13. To respond to/action emails, correspondence and writing letters and taking dictation and minutes.
14. To manage and distribute outgoing and incoming post in the absence of any administration staff.
15. Additional occasional tasks as requested by other senior school staff which may include room bookings, note taking, report preparation or meeting organisation.
16. Maintain absolute confidentiality in all aspects of work.
17. To play a full and active part in the life of the School Community.
18. To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met.
32. You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures'
33. Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately
34. Any other duties reasonably expected of a School Administrator

You as an employee are required by The Health & Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to :

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

General conduct:

- Employees are expected to be courteous to colleagues and provide a welcoming environment for other professionals, students, parents, visitors and those making contact by telephone.
- To comply with the School's Dress code.